

**National Institute of Fashion Technology
Hauz Khas, New Delhi
Establishment**

NIFT/HO/ESTT/APARS/ADMN/2020

15th October, 2020

OFFICE MEMORANDUM

Subject: Revised timelines for submission of Annual Performance Assessment Report (APAR) in respect of Administrative post as well as Faculty post.

In continuation of Establishment circular no. NIFT/HO/ESTT/APARS/ADMN/2020 dated 17th June, 2020, it has been decided with the approval of Competent Authority to revise the time-schedule for the activities relating to recording of APAR in the light of situation arising out of spread of Novel Coronavirus (COVID-19). Accordingly, the revised timelines in respect of APAR for the year 2019-2020 shall be as indicated in the table below:

S.No	Time Schedule for	Academic Staff (July to June)	Administrative Staff (April to March)
1.	Submission of self-appraisal to reporting officer by officer to be reported upon	15 th November, 2020	15 th November, 2020
2.	Submission of report by reporting officer to reviewing officer	31 st December, 2020	31 st December, 2020
3.	Report to be completed by Reviewing Officer and to be sent to Establishment Department Head Office or accepting authority in case of Academic Staff	31 st January, 2021	31 st January, 2021
4.	Appraisal by accepting authority, wherever provided	28 th February, 2021	28 th February, 2021

2. The formats of APAR can be downloaded from NIFT website.

3. All concerned may note that after submitted their self-appraisal for the period 2019-2020 to the Reporting Authority, intimation may be submitted to this office at email id: **apar.estt@nift.ac.in**. The Reporting Authority will submit the APAR to Reviewing Authority and then Reviewing Authority will forward the same to the Accepting Authority and give intimation to this effect at above mentioned email id. If there is a delay in submission of self-appraisal by the official reported upon, the Reporting Officer after obtaining a blank APAR proforma may give the report without self-appraisal by making a suitable note in the APAR.

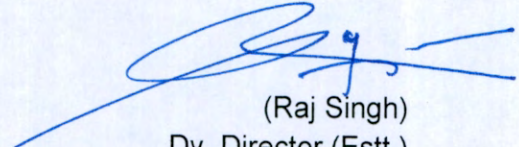
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4. All concerned are requested to follow the above mentioned time schedule and submit the APARs to Reporting, Reviewing and Accepting Authority directly under intimation to this office at email ID: apar.estt@nift.ac.in. In case, where the Reviewing Authority is Academic Reviewing Committee, the APAR may be sent to Dean (A) by the Reporting Authority.

5. Where the stipulated dates happens to be holidays or closed days, the working day immediately following the closed day or holiday should be deemed to be the stipulated date.

6. It is also informed that in view of utmost importance of an APAR, the instructions on the subject in different circumstances viz transfer of Reporting/Reviewing Officer, when Reporting/Reviewing Officer is related to employee, when Reporting/Reviewing officer retires, Officer appointed on deputation/contract, timely submission of APAR etc. issued by Department of Personnel and Training from time to time shall be followed by NIFT.

7. Campus Directors are requested to issue circular to their respective Campus for Administrative staff (Group B & C) to follow the time schedule as prescribed above.


(Raj Singh)
Dy. Director (Estt.)

To,

All Concerned

To:

- All Campus Directors
- Director, Head Office
- Chief Vigilance Officer, NIFT HO
- Director (F&A), NIFT HO
- Dean (A). NIFT HO
- All Joint Directors, NIFT HO/ Campuses
- All HODs/Heads/CPs
- DD (F&A)/ DD/COE, NIFT Head Office
- Assistant Directors, NIFT Head Office
- Astd. Board Secy&Legal Officer , NIFT HO
- Vigilance Officer NIFT HO
- PS to DG NIFT

Copy to :

Head IT- for uploading the same on website.