



NIFT/HO/Estt./APARs/Admn/2021

22<sup>nd</sup> April, 2022

**CIRCULAR**

**Subject: Completion of Annual Performance Assessment Report for the financial year 2021 - 2022 for NIFT Administrative Officials-reg.**

Annual Performance Appraisal Report in respect of Administrative Officers/staff of NIFT Head Office and NIFT Campuses for the period April 2021 to March 2022 will become due on 1<sup>st</sup> April, 2022. All are required to fill up their APARs as per timelines.

2. The time schedule for reporting and reviewing of the APARs for NIFT Officials (Admn.) is as under:

Time Schedule for	Administrative Staff (Financial year)
Submission of self- appraisal to reporting officer by officer to be reported upon	16 <sup>th</sup> May 2022
Submission of report by reporting officer to reviewing officer	01 <sup>st</sup> August 2022
Review of the report and submission to HO by reviewing officer for records only	30 <sup>th</sup> September 2022

3. The Blank format of APARs for Administrative Officers/Staff may be downloaded from NIFT Website <https://www.nift.ac.in/establishment>.

4. To avoid the delay in process for receiving the complete APARs by Establishment Department, all officers/staff members (all Group-A Administrative Officers and all other officials of NIFT Head Office) are advised to submit their self- appraisal to their reporting Officer i.e. the immediate supervising officer, under intimation to **Establishment department, Head Office at email id: [apar.estt@nift.ac.in](mailto:apar.estt@nift.ac.in)**. The Reporting Officer will submit the APARs to Reviewing Officer before due date and the Reviewing Officer will forward the complete APARs to the Registrar Head Office for records. In case on non-intimation to Establishment department, it would be presumed that the concerned official has not submitted the APAR in stipulated time.

5. If no self-appraisal is received by the stipulated date, the reporting officer will remind the officer to be reported upon in writing, asking him to submit the self-appraisal. It should also be made clear in the reminder that if the officer/staff to be reported upon fails to submit the self – appraisal by the stipulated date, the report will be written without self-appraisal.

**Contd..**

6. All concerned are informed that in view of the 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 the employee, when Reporting Officer/ Reviewing Officer retires or for Officers appointed on deputation/ contract, will follow the timeline of submission of APAR issued by the Department of Personnel and Training.

7. Campus Directors are requested to ensure dissemination of the timelines as prescribed above to all.

This issues with the approval of DG-NIFT.

*3/11/22*

कर्नल अगेन्द्र मुकुल / Col. Agendra Mukul  
पंजीयक / Registrar

To:

- CVO
- Dean(A)/ Director (HO)/Registrar/Director (F&A)/Director (IT/NRC)
- Campus Director All NIFT Campus
- All HODs/Heads/ CPs
- All NIFT Head Office Officials
- PS to DG-NIFT
- Guard File

Copy to :

Head IT- for uploading the same and Blank Format of APARs on website.