



**National Institute of Fashion Technology**  
**राष्ट्रीय फैशन प्रौद्योगिकी संस्थान**  
**Establishment Department - Head Office**  
**स्थापना विभाग, निफ्ट मुख्यालय**  
**Hauz Khas, New Delhi**  
**हौज़ खास, नई दिल्ली**

No. NIFT/HO/Estt.I/APARs/Admn/2021

3<sup>rd</sup> May, 2021

**OFFICE MEMORANDUM**

**Subject: Revised timelines for submission of Annual Performance Assessment Report (APAR) in respect of Administrative post**

In continuation of Establishment circular no. NIFT/HO/Estt.I/APARS/ADMN/20201 dated 30<sup>th</sup> March, 2021, 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 2020-2021 shall be as indicated in the table below:

**Table 1 Time Schedule**

S. No	Time Schedule for	Administrative Staff (April to March)	Administrative Staff (April to March)
		For Deputationists (as per DOPT)	For NIFT officials
1.	Submission of self- appraisal to reporting officer by officer to be reported upon	30 <sup>th</sup> June 2021	30 <sup>th</sup> June 2021
2.	Submission of report by reporting officer to reviewing officer	31 <sup>st</sup> July 2021	31 <sup>st</sup> August, 2021
3.	Report to be completed by Reviewing Officer and to be sent to Establishment Department Head Office	31 <sup>st</sup> August, 2021	30 <sup>th</sup> November, 2021
4.	Appraisal by accepting authority, wherever provided	30 <sup>th</sup> September, 2021	---

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2. 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.
3. This issue with the approval of DG-NIFT.



प्रो सुहैल अनवर, पी एच डी/Prof. Suhail Anwar, PhD

पंजीयक/Registrar

To:

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

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