



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

NIFT/HO/ESTT.II/APARS/ Digitization/2019 (PART-I)

18<sup>th</sup> October, 2021

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for submission of Annual Performance Assessment Report (APAR) of faculty members - reg.**

In continuation of Establishment circular no. NIFT/HO/Estt.II/APARs/Faculty/Circular -O.M/2021 dated 23<sup>rd</sup> June, 2021, it has been decided by Competent Authority to revise the time schedule for activities related to reporting and review of APAR of faculty members due to administrative reasons. Accordingly, the revised timelines for submission, reporting and review of APARs for 2020-2021 are indicated in the table below:

S.No	Time Schedule for	Academic Staff (July to June)
1.	Submission of self- appraisal to the Reporting Officer by the officer reported upon	15 <sup>th</sup> November, 2021
2.	Submission of report by the Reporting Officer to the Reviewing Officer	31 <sup>st</sup> December, 2021
3.	Submission of review by the Reviewing Officer to the Accepting Authority	15 <sup>th</sup> February, 2022
4.	Forwarding of accepted APAR by the Accepting Authority to Establishment, HO	31 <sup>st</sup> March, 2022

2. All concerned may note that the APARs of faculty for the year 2020-2021 will be in physical form as per revised reporting channel communicated vide OM of even number dated 12<sup>th</sup> January, 2021. The system of numerical grading of faculty APAR and reporting channel shall be converted to digital mode and will be applicable from the academic year 2021-22. The APAR forms for the year 2020-2021 can be downloaded from the NIFT website.

3. After submitting their self-appraisal for 2020-2021 to the Reporting Authority, intimation may be submitted to this office at email id: [apar.estt@nift.ac.in](mailto:apar.estt@nift.ac.in). Similarly, the Reporting and Reviewing Officers may also intimate this office by email after Reporting and Reviewing the APARs. If there is a delay in submission of self-appraisal by the official being reported upon, the Reporting Officer after obtaining a blank APAR proforma may initiate the APAR and forward it to the Reviewing Authority after filling the columns for the Reporting Officer, without self-appraisal after recording a suitable note in the APAR.

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](mailto:apar.estt@nift.ac.in).

5. Where the stipulated dates happen to be holidays or closed days, the working day immediately following the closed day or holiday would 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 covering different circumstances including 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.

This issues with the approval of the Competent Authority.



(Raj Singh)  
Dy. Director (Estt.)

To:

- All Campus Directors
- Dean (A), NIFT HO
- All Faculty Members
- PS to DG NIFT

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