



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
National Institute of Fashion Technology
स्थापना विभाग, मुख्यालय
Establishment Department, Head Office
हौज़ खास, नई दिल्ली
HauzKhas, New Delhi



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

11th April, 2023

CIRCULAR

Subject: Completion of Annual Performance Assessment Report for the financial year 2022- 2023 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 2022 to March 2023 has become due on 01st April, 2023. All concerned officials are required to fill up their APARs as per timelines.

2. To streamline the process of submission of APAR for NIFT Officials (Admn.) the Establishment Department of concerned campus are hereby directed to prepare a list of all effected employees (including those who are on study leave/maternity leave/child care leave/tour/training etc.) with their direct reporting & reviewing authorities and submit the complied information to Establishment Department Head Office latest by 20th April 2023 under the signatures of Concerned Campus Director in prescribed excel format attached at **Annexure-'A'**.

3. 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	15 th May 2023
Submission of report by reporting officer to reviewing officer	31 st July 2023
Review of the report and submission to HO by reviewing officer for records only	03 rd October 2023

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

5. 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 & Establishment Department of concerned campus**. 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.

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6. 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.

7. 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.

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



(कर्नल विक्रान्त लखनपाल / Colonel Vikrant Lakhanpal)

पंजीयक / Registrar

To:

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

