



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

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

05th June 2024

CIRCULAR

Subject: Completion of Annual Performance Assessment Report for the financial year 01st April, 2023 to 31st March 2024 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 01st April 2023 to 31st March 2024 have become due w.e.f. 01st April, 2024. 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 affected employees (including those who are on study leave/maternity leave/child care leave/tour/training etc.) with their reporting & reviewing authorities and submit the complied information to Establishment Department Head Office latest by 10th June 2024 under the signatures of Concerned Campus Director in prescribed 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 June 2024
Submission of report by reporting officer to reviewing officer	31 st July 2024
Review of the report and submission to HO by reviewing officer for records only	30 th September 2024

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 completed 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 duly completed 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. However, the concerned official would be afforded an opportunity before such presumption to present his / her case by 15th October, 2024. Accordingly, any official whose grading has not been disclosed by 15th October, 2024 shall submit his / her representation by that date so that appropriate remedial action, if any, could be taken within the current APAR cycle.

Mishra
Contd.
05/06/24

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 importance of an APAR in professional service considerations such as promotion, MACP, awards, special assignments, etc. 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, the timeline of submission of APAR issued by the Department of Personnel and Training will be followed.

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

This issues with the approval of Competent Authority.

Mishra
05.06.24

(गौरव मिश्रा / Gaurav Mishra)

सयुक्त निदेशक / Joint Director (Establishment)

To

All Campus Directors / All Joint Directors

All Establishment of Campus

Copy to :

1. CVO
2. Dean (A)
3. Registrar/ Director (IT)/ Director (F&A) /Director HO / Director (NRC)
4. All HODs / Heads / All Chairpersons of the Academic Departments
5. DD (Estt) / AD (Estt)
6. ABS & Legal Officer
7. PS to DG, NIFT

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S.No.	Name of Campus	Name of officials	Reporting Authority Name	Reviewing Authority Name	Remarks

It is stated that above list covers all employees of _____ Campus who are on strength of this Campus.

Signature of Campus Director