

National Institute of Fashion Technology
Haul Khas, New Delhi
Establishment

NIFT/HO/Estt/APARs/Admn/2018

05th April, 2018

CIRCULAR

Sub: - Completion of Annual Performance Assessment Report for the financial year 2017-2018 for NIFT Officials

Annual Performance Appraisal Report in respect of Administrative Officer/staff (Admn.) of NIFT Head Office for the period April 2017 to March 2018 has become due on 01 April, 2018. 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.) are as under:

Time Schedule for	Administrative staff (Financial year Reporting)
Submission of self – appraisal to reporting officer by officer to be reported upon	15 st May
Submission of report by reporting officer to reviewing officer	31 st July
Review of the report and submission to HO by reviewing officer for records only	30 th September

3. The Blank format of APARs for Administrative Officer/Staff may be downloaded from NIFT Website [https:// www.nift.ac.in/downloads](https://www.nift.ac.in/downloads).

4. To avoid the delay in process for receiving the complete APARs by Joint Director (Establishment – I), Head Office, all officer's/staff are advised to submit their self – appraisal to their reporting Officer under intimation to this office at email id: apar.estt@nift.ac.in. The Reporting Officer, under intimation will submit the same to Reviewing Officer before the due date and the Reviewing Officer will forward the complete APAR to the Joint Director (Establishment – I), Head Office for records only. An email may be sent to above email-id. All officers/ staff are required to submit their self-appraisal to the reporting authority i.e. the immediate supervising officer.

5. If no self-appraisal is received by the stipulated date, reporting officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder

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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.

6. Where the stipulated dates happen to be holidays or closed days, the working day immediately following the closed day or holiday should be deemed to be the stipulated date.

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, Officer appointed on deputation/ Contract, timely submission of APAR etc. issued by the Department of Personnel and Training from time to time shall be followed by the NIFT.

This issues with the approval of DG – NIFT



(D. P. Solanki)

Joint Director (Estt.)

To

- All HODs/CPs/Dean (A)/Head (AA)/Head IT/CVO
- All DD(F&A)/AD's/COE/OSD NIFT Head Office
- Asstt. Board Secy & LO, NIFT Head Office/ Vigilance Officer
- PS to DG NIFT