



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

1289(8206)/NIFT-HO/Establishment-APAR Timeline Admin. (HO)/2025

08th April, 2025

CIRCULAR

Subject: Completion of Annual Performance Assessment Report for the financial year 01st April, 2024 to 31st March 2025 for NIFT Administrative Officials-reg.

1. Annual Performance Appraisal Report (APAR) in respect of Administrative Officers/staff of NIFT Head Office and NIFT Campuses for the period 01st April 2024 to 31st March 2025 have become due w.e.f 01st April, 2025. All concerned officials are required to fill up their APARs as per the timelines outlined below.
2. To streamline the APAR submission process for NIFT Officials (Admn.), the Establishment Department of each campus is directed to prepare a comprehensive list of all affected employees (including those on study leave, maternity leave, childcare leave, tour, training, etc.) along with their direct reporting and reviewing authorities. This information must be compiled in the prescribed MS Excel format (Annexure-A) and submitted to the Establishment Department, Head Office, no later than 10th June 2025, duly signed by the respective Campus Director.
3. The time schedule for reporting and reviewing APARs for NIFT Officials (Admn.) is as follows:

Time Schedule for	Administrative Staff (Financial year)
Submission of self- appraisal to reporting officer by officer to be reported upon	15 th May 2025
Submission of report by reporting officer to reviewing officer	31 st July 2025
Review of the report and submission to HO by reviewing officer for records only	30 th September 2025

4. The blank APAR format for Administrative Officers/Staff can be downloaded from the NIFT website: <https://www.nift.ac.in/establishment>.
5. To avoid delays in receiving complete APARs, all officers/staff (all Group-A Administrative Officers and all other officials of NIFT Head Office and Campuses) are advised to submit their self-appraisal to their Reporting Officer (immediate supervising officer), with intimation to the Establishment Department, Head Office (apar.estt@nift.ac.in) and the Establishment Department of their respective campus. The Reporting Officer will then submit the APAR to the Reviewing Officer before the due date, and the Reviewing Officer will forward the complete APAR to the Registrar, Head Office, for record-keeping. Failure to intimate the Establishment Department will be construed as non-submission of the APAR within the stipulated time.

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08/04/2025

6. If a self-appraisal is not received by the deadline, the Reporting Officer must issue a written reminder to the concerned officer/staff, requesting its submission. The reminder should clearly state that if the self-appraisal is not submitted by the specified date, the report will be written without it.
7. All concerned are informed that due to the importance of APARs, instructions regarding specific circumstances (e.g., transfer of Reporting/Reviewing Officer, related Reporting/Reviewing Officer, retirement of Reporting/Reviewing Officer, officers on deputation/contract) will adhere to the timelines and guidelines issued by the Department of Personnel and Training.
8. Campus Directors are requested to ensure the timely dissemination of the above-mentioned timelines to all concerned personnel within their respective campuses.


8/4/2025

(कर्नल विक्रान्त लखनपाल / Colonel Vikrant Lakhanpal)

पंजीयक / Registrar

To

All Campus Directors / All Joint Directors

All Establishment of Campus

Copy to :

1. Dean (A)
2. CVO
3. Director HO / Director (F&A) / Director (IT) / 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

8/4/2025