

National Institute of Fashion Technology
Hauz Khas, New Delhi
Establishment Department

NIFT/HO/Estt II/APAR/Admn/2013

27th August, 2014

Circular

All officials/faculty members of NIFT are informed that the APAR decides their future career advancement and it is very important document for the career. The APAR provide the basic and vital input for assessing the performance of an employee and it serve for judging the merits when questions are for their continuance in service, confirmation and promotion. As far as possible, the APAR should be recorded within 45 days of the expiry of the report period in respect of administrative staff and faculty. Any delay in this regard should be adversely commented upon. If there is a delay in submission of self-appraisal by the official reported upon, the reporting officer should give the report without self-appraisal by making a suitable note. Failure or delay in writing, adverse note for a report would be taken.

2. 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, Officers 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.

3. The time schedule for submission of APAR shall be as under:

S. No	Time Schedule for	Administrative Staff (April to March)	Academic Staff (Faculty Members) (July to June)
1.	Circulation of a circular to remind all concerned for downloading APAR from website	1 st April	1 st July
2.	Submission of self-appraisal to reporting officer by officer to be reported upon	15 th May	15 th August
3.	Submission of report by reporting officer to reviewing officer	31 st July	15 th October
4.	Report to be completed by Reviewing Officer and to be sent to Establishment Department Head Office or accepting authority in case of Academic Staff	30 th September	15 th December
5.	Appraisal by accepting authority , wherever provided	NA	15 th January
6.	a) Disclosure to be officer reported upon in case of Administrative Staff	31 st October	NA
	b) Disclosure to the officer reported upon in case of Academic Staff	NA	15 th February

7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of communication
8.	Forwarding of representation to the Competent Authority	--	--
	a) where there is no accepting authority for APAR	30 th November	NA
	b) where there is accepting authority for APAR	NA	15 th March
9.	Disposal of representation by the Competent Authority	Within one month from date of receipt of representation	Within one month from date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th January	30 th April
11.	End of entrie APAR process, after which the APAR will be finally taken on record	15 th January	30 th April

This issues with the approval of Competent Authority.


(Registrar)

To,

1. The Directors/ Joint Directors, NIFT Campus
2. Dean A/ Head AA/ Heads of Units
3. All CPs,NIFT HO
4. PS to DG
5. Notice Board
6. Head IT-to upload the same on NIFT Webiste.