



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

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

14th July, 2021

CIRCULAR

Subject: Completion of Annual Performance Assessment Report of the period April 2020 to March 2021-reg.

Vide circular dated 30th March, 2021 and subsequent Office Memorandum dated 3rd May, 2021, the time schedule for reporting and reviewing of the APARs for the period April 2020 to March 2021 was communicated to all administrative officers/staff working in Head Office and Officers (Group A) working in Administrative posts in NIFT Head Office /campuses with the instructions to submit their self- appraisal to their Reporting Officer, under intimation to this office at email id: apar.estt@nift.ac.in. The Reporting Officers were requested to submit the same to Reviewing Officer on or before the due date under intimation to this office. The Reviewing Officers were also requested to forward the completed APAR(s) to the Registrar for custody/records. The time schedule for submission of self-appraisal, reporting and reviewing of the APARs for officers and staff working in NIFT Administration is once again informed, as below:

| S.No | Schedule for | Administrative staff and officers on deputation (April 2020 to March 2021) (as per DOPT) | Administrative Staff and officers (NIFT employees) (April 2020 to March 2021) |
|------|--|--|---|
| 1. | Submission of self- appraisal to reporting officer by officer to be reported upon | 30 th June 2021 | 30 th June 2021 |
| 2. | Submission of report by reporting officer to reviewing officer | 31 st July 2021 | 31 st August, 2021 |
| 3. | Report to be completed by Reviewing Officer and to be sent to Establishment Department Head Office | 31 st August, 2021 | 30 th November, 2021 |
| 4. | Appraisal by accepting authority, wherever provided | 30 th September, 2021 | --- |

Contd..

As per the above time schedule that was communicated, the concerned officers and officials were required to submit their self-appraisals to the Reporting Authority by 30th June, 2021 under intimation to this office.

2. It has been observed that intimation for submission of self-appraisal to Reporting Authority has not been received from most of the officers/staff. All concerned are once again requested to ensure that the APARs of all officers/staff working in Head Office and Officers (Group A) of Head Office/ campuses in administrative posts during the above period reach the Establishment Department, Head Office in time.



प्रोसुहैलअनवर, पीएचडी/Prof. Suhail Anwar, PhD
पंजीयक/Registrar

To:

All Concerned

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