

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

NIFT/HO./Est/APRs/Admn/2014

6th January, 2015

CIRCULAR

It has been decided by the Competent Authority that the instructions of DOPT contained in OM no. 21011/1/2005-Estt.(A)(Pt-II) dated 14th May 2009 in regard to Maintenance and preparation of Annual Performance Appraisal Reports –communication of all entries for fairness and transparency in public administration shall mutatis mutandis apply to NIFT employees.

2. For communication of entries of APARs in respect all employees, the following procedure shall be followed:

(i) The Establishment Section/Department of NIFT Head Office/ Campus which is entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon. The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where NIFT Official has only one supervisory level above him/ her as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.

(ii) The officials / faculty members shall be given an opportunity to make a representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. It shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the Establishment Section, Head Office does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

(iii) On receipt of the representation, the Establishment Section/ Department, shall consider adverse remarks under the existing instructions in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.

(iv) The competent authority, to finalise the APAR after due consideration, may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officials/ faculty members reported upon within fifteen days of receipt of the decision of the competent authority by the Establishment Department/ Section at Head Office/Campus.


(Registrar)

To,

- All Campus Director
- Director (Admn.) , Head Office
- Director (F&A), NIFT Head Office
- Chief Vigilance Office , NIFT Head Office
- Dean A, NIFT Head Office
- All CPs/ Heads

- Dy. Director (F&A), NIFT Head Office
- All Assistant Directors, NIFT Head Office
- Assistant Board Secretary, NIFT Head Office
- Vigilance Officer, NIFT Head Office
- PS to DG-NIFT
- Head IT- upload the above circular on NIFT website.

with the request to inform the same to the officials/staff in the Department