

National Institute of Fashion Technology
Hauz Khas, New Delhi
Establishment

No. NIFT/HO/Estt/APARs/Admn./ 2018(part II)

27th March, 2019

CIRCULAR

**Sub: Completion of Annual Performance Assessment Report
for the financial year 2018- 2019 for NIFT Officials**

Annual Performance Appraisal Report in respect of Administrative Officers/staff (Admn.) of NIFT Head Office for the period April 2018 to March 2019 has become due on 1st April, 2019. 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)
Submission of self- appraisal to reporting officer by officer to be reported upon	15 th 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 Officers/Staff may be downloaded from NIFT Website <https://www.nift.ac.in/downloads>.

4. To avoid the delay in process for receiving the complete APARs by Establishment Department, all officers/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 NIFT Head Office for records only. An e-mail 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 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, 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.

This issues with the approval of DG-NIFT.

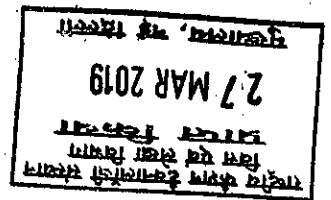

(D.P. Solanki)
Joint Director (Estt.)

To:

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

Copy to :

Head IT- for uploading the same and Blank Format of APARs on website



Handwritten notes and signatures:
- Top left: '28/3/19' with a signature.
- Middle left: '28/3/19' with a signature.
- Middle right: '28/3/19' with a signature.
- Bottom left: 'AD Adm. / OSD' with a signature.
- Middle right: '28/3/19' with a signature.
- Middle right: '28/3/19' with a signature.

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27th March, 2019

CIRCULAR

**Sub: Completion of Annual Performance Assessment Report for the
Financial year 2018-2019 for NIFT Officials**

Annual Performance Appraisal Report in respect of Administrative Officers/staff (Admn.) of NIFT Campuses for the period April 2018 to March 2019 has become due on 1st April, 2019. 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)
Submission of self- appraisal to reporting officer by officer to be reported upon	15 th 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 Officers/Staff may be downloaded from NIFT Website <https://www.nift.ac.in/downloads>.

4. To avoid the delay in process for receiving the complete APARs by Establishment Department, Head Office, all officials (Group A) 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 NIFT 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 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, 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.

8. Campus Directors are requested to issue a circular to their respective campus for remaining staff (Group B, C & D) to follow the timelines as prescribed above.

This issues with the approval of DG-NIFT


(D.P. Solanki)
Joint Director(Estt.)

To

All Campus Directors