



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



NIFT/HO/Estt.I/Submission of Faculty APARs on CMS/2023 /49

27th July, 2023

OFFICE MEMORANDUM

Subject: Submission of online Annual Performance Assessment Report (APAR) in r/o Academic Post on CMS Portal.

The Annual Performance Assessment Report (APAR) is an important document which provides the basic and vital inputs for the further development of an employee. The appraisee, the Reporting Authority and the Reviewing Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

2. APAR dossier is maintained for each employee serving in NIFT. Objective of online system is to allow the employee to fill the APAR from anywhere anytime as per their convenience. Similar convenience is available at different Stages in the workflow hierarchy of filling and submission process. The system is also expected to reduce delays in submission of completely filled APARs, which are used for promotion and contract extension.

3. APAR filling process starts in the month of August. Establishment Department of the respective NIFT Campuses will act on the process with coordination of individual employee. The faculty fills the APAR for further submission to his/her Reporting Officer. The APAR moves from Reporting officer to Reviewing officer and to Accepting Authority mandatorily.

4. Though the time-limit for completion of APAR i.e., 15th January of the assessment year in which the assessment year ends, is being followed in sacrosanct manner, still endorsement of APARs by the Reporting, Reviewing and Accepting authorities were not being adhered to strictly.

5. To ensure time-bound endorsement of APARs, provision for auto-forwarding of APARs from one stage to the next stage after the specified due date even if the APAR has not been endorsement by the concerned authority has been.

6. It must be ensured at all levels of reporting and endorsement that suitable action against the endorsing authority be taken to comply the time-schedule seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR dossier of the Reporting/ Reviewing Officers concerned and if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

P.T.O

7. The workflow of APAR is as under:

Workflow				
Concerned Campus will start the process of APAR	Faculty fills the APAR and sends to Reporting Authority	Reporting Authority Responsibilities View the completed APAR of an officer. Grades the APAR and forward to Reviewing Authority.	Reviewing Authority Responsibilities View the forwarded APAR from Reporting Authority Grades the APAR and forward to Accepting Authority.	Accepting Authority Responsibilities View the Forwarded APAR from Reviewing Authority finalizes the grading for APAR and forward to Custodian

8. The time schedule for submission of online APAR through CMS portal for the academic year 01st July 2022 to 30th June 2023 is as under: -

S.No.	Time Schedule for	Academic Staff (Faculty Members) (July 2022 to June 2023)
01.	Submission of online self- appraisal to reporting officer by officer to be reported upon through CMS portal	Before 15 th August, 2023
02.	Online submission of report by reporting officer to reviewing officer through CMS portal	15 th October, 2023
03.	Report to be completed by Reviewing Officer through CMS portal	15 th December, 2023
04.	Appraisal by accepting authority, wherever provided	15 th January, 2024

9. In case the officer to be reported upon does not submit self-appraisal by due date after the window for online submission of self-appraisal has closed then in such case the Reporting Officer shall report on the blank self-appraisal by submitting the blank APAR proforma without self-appraisal by making a suitable note in the APAR on CMS Portal. Head (ERP) is requested to make necessary arrangement of sending the information through email to all concerned who are due to submit their APAR OR in case of submission of APAR to next authority i.e. Report/Review/Acceptance.

10. Further, it is also informed that in view of 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 employee, when Reporting/Reviewing officer retires, Officer appointed on deputation/contract, timely submission of APAR etc. issued by Department of Personnel and Training from time to time shall be followed by NIFT.

This issues with the approval of the Competent Authority.

कर्नल विक्रान्त लखनपाल / Colonel Vikrant Lakhanpal

पंजीयक / Registrar

To

All Campus Directors & Joint Directors

All Campus Establishment Department

All faculty members

Head (ERP) – With a request to monitor the CMS portal and post regular updates,
if any, for smooth functioning of online APAR through CMS portal.

Copy to :

- 1. Dean (A)**
- 2. CVO**
- 3. Director HO / Director (F&A) / Director (IT) / Director (NRC)**
- 4. All Heads of the Units / All Chairpersons of the Academic Departments**
- 5. DD (Estt) / AD (Estt)**
- 6. ABS & Legal Officer**
- 7. PS to DG, NIFT**
- 8. Guard File**
- 9. Hindi Department - For translation please.**