



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

1289(8105)/NIFT-HO/Estt.-APAR Timeline Academic (HO)/2025

03rd September 2026

OFFICE MEMORANDUM

Subject Standard Operating Procedure (SOP) for Online APAR through CMS Portal – reg.

The Standard Operating Procedure (SOP) for Online APAR Workflow Compliance & Auto Escalation Mechanism through CMS Portal in respect of Academic Posts have been prepared and attached at **Annexure - I** for information, necessary action and strict compliance by all concerned.

2. All concerned are also advised to ensure that the prescribed procedure and timelines contained in the approved SOP are duly followed for timely completion of the APAR process.
3. This issues with the approval of the Competent Authority.

(प्रोफेसर डॉ. राहुल चंद्रा Prof. Dr. Rahul Chandra)

पंजीयक / Registrar

To,

1. All Campus Directors & Joint Directors
2. Establishment Departments of all campuses

Copy to :-

1. CVO
2. Dean (A)
3. All Heads of the Units / All Chairpersons of the Academic Departments
4. Director (IT) - for implementation and smooth process of APAR system on CMS portal.
5. PS to DG, NIFT
6. Guard File

Encl.: As above.



STANDARD OPERATING PROCEDURE (SOP) **FOR ONLINE APAR THROUGH CMS PORTAL**

Subject: Standard Operating Procedure (SOP) for Online APAR Workflow Compliance & Auto Escalation Mechanism through CMS Portal in respect of Academic Posts for the APAR Period 01st July to 30th June, every year.

1. Purpose

In order to ensure strict adherence to the prescribed timelines for submission and processing of Annual Performance Assessment Reports (APARs) through the CMS Portal and to facilitate timely completion of the APAR workflow, the following APAR Workflow Compliance & Auto Escalation Mechanism shall be applicable in respect of Academic Posts i.e. faculty members for the **APAR period from 01st July to 30th June every year.**

2. Time Schedule for Submission of Online APAR through CMS Portal every academic year i.e. 01st July to 30th June : -

S. No.	Time Schedule for	Faculty Members (July to June)
(a)	Submission of online self-appraisal through CMS portal to the Reporting Authority by the officer to be reported upon	On or before 15 th August every year
(b)	Online submission of report by the Reporting Authority to the Reviewing Authority through CMS portal	By 15 th October every year
(c)	Report to be completed by the Reviewing Authority through CMS portal	By 15 th December every year
(d)	Acceptance by the Accepting Authority.	By 15 th January every year

3. APAR dossier is maintained for each employee of NIFT. Objective of online system of filling APARs is to allow the employees 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 decision on extension or termination of contract, as the case may be. However, there would be no provision available for reversion / reversal of the APARs to the previous stage / level.



4. APAR filling process starts in the month of August every year. Establishment Department of the respective NIFT Campuses act on the process of coordination with individual faculty. The faculty fills the APAR for further submission to his/her Reporting Authority. The APAR is sent from Reporting Authority to Reviewing Authority and finally to the Accepting Authority mandatorily.

5. The time limit for completion of APARs i.e. 15th January of every assessment year in which the assessment year ends, is to be followed in sacrosanct manner and endorsement of APARs by the Reporting, Reviewing and Accepting authorities shall be strictly adhered to at all stages of filling the form on CMS portal.

6. To ensure time bound endorsement of APARs, provision for auto-forwarding of APARs after the prescribed due date has been incorporated at each stage in the online system wherein the unfilled APAR, if such be the case, is forwarded automatically to the next stage even if the APAR has not been endorsed by the concerned officer / authority at the previous stage.

7. APAR Workflow of APAR will be as under:

Workflow				
Concerned Campus shall initiate the online APAR process through CMS portal <u>i.e., allocation of the reporting, reviewing & accepting channel through the CMS Portal</u> , before commencement of the APAR process.	ORU <u>Submit his/her Self Appraisal</u> to Reporting Authority within timeline on CMS portal.	Reporting Authority got the online APAR, submitted by the ORU, in their respective CMS account. The Reporting Authority will grade the APAR and submit to its next authority i.e. Reviewing Authority within the timeline.	Reviewing Authority got the online APAR, submitted by the Reporting Authority, in their respective CMS account. The Reviewing Authority will grade the APAR and submit to its next authority i.e. Accepting Authority within timeline.	Accepting Authority got the online APAR, submitted by the Reviewing Authority, in their respective CMS account. The Accepting Authority will grade the APAR and submit to the Custodian.



8. It must be ensured at all stages of submission of Self-Appraisal, reporting, reviewing, and acceptance that the prescribed timelines are strictly adhered to. In case of any delay by the concerned authority, the CMS system shall automatically initiate the appropriate certificate, along with the reason, against the defaulting authority. In the event of delay in submission or processing by any concerned officer, the provisions of the APAR Workflow Compliance & Auto Escalation Mechanism – Guidelines for Timely Submission, Reporting, Reviewing, and Acceptance of APAR on CMS Portal shall apply as under : -

8.1 Responsibility of Officer Reported Upon (ORU) : -

Responsibility of Officer Reported Upon (ORU)	Next Appropriate action	NON-SUBMISSION OF SELF-APPRAISAL CERTIFICATE
Submit self-appraisal within the stipulated timeline prescribed for completion of online APAR on CMS portal by the ORU.	CMS shall automatically issue at least 02 reminders to the concerned ORU right before the expiry of the prescribed timeline through the registered e-mail ID, with copies marked to apar.estt@nift.ac.in and the Establishment Department of the respective Campus, for submission of the Self-Appraisal within the prescribed timeline. In the event that the ORU fails to submit the Self-Appraisal within the stipulated timeline despite the issuance of reminders, the CMS shall automatically place a NON-SUBMISSION OF SELF-APPRAISAL CERTIFICATE.	It is certified that <u>Name of Faculty, Designation</u>, NIFT <u>Name of Campus</u>, has failed to submit <u>his/her</u> Self-Appraisal for the APAR period 01st July to 30th June every year within the prescribed timeline despite the issuance of system-generated e-mails as reminders through the CMS Portal on date (ERP team is requested to please mention dates of e-mail reminders with hyperlink). Thereafter, the APAR of <u>(Name of Faculty)</u> shall be automatically forwarded to the Reporting Authority for further reporting in accordance with the prescribed timeline.



8.2 Responsibility of Reporting Authority

Responsibility of Reporting Authority	Next Appropriate action	NO REPORT PERIOD CERTIFICATE
Reporting Authority will report the APAR of ORU and forward to the Reviewing Authority within the stipulated timeline. In case self-appraisal is not submitted by the ORU within stipulated timeline, the Reporting Authority shall proceed to write the APAR based on his experience of the working and conduct of the officer reported upon. While recording the APAR, the Reporting Authority shall specifically mention the failure of the ORU to submit self-appraisal within the stipulated timeline in Reporting Authority remarks section.	CMS shall automatically issue at least 02 reminders to the concerned Reporting Authority right before the expiry of the prescribed timeline through the registered e-mail ID, with copies marked to apar.estt@nift.ac.in and the Establishment Department of the respective Campus , for Reporting of ORU's APAR within the stipulated timeline. In the event that the Reporting Authority fails to Report the APAR within the stipulated timeline despite the issuance of e-mail as reminders, the CMS shall automatically place a NO REPORT PERIOD CERTIFICATE.	It is certified that the APAR in respect of <u>Name of Faculty, Designation</u> , NIFT <u>Name of Campus</u> , for the period from 01st July to 30th June every year could not be reported by the Reporting Authority, <u>Name of Reporting Authority, Designation</u> due to failure of non-reporting of <u>Name of Faculty</u> , APAR within the prescribed timeline despite the issuance of system-generated e-mail as reminders through the CMS Portal on date : (ERP team is requested to please mention date of e-mail reminders with hyperlink). Consequently, the Reporting Authority has forfeited <u>his / her</u> rights to record any comments on the APAR due to failure to report within the stipulated timeline. Accordingly, the APAR of <u>(Name of Faculty)</u> has automatically forwarded to the Reviewing Authority for further review in accordance with the prescribed timeline. Therefore, the APAR of <u>Name of Faculty, Designation</u> , for the Period : 01st July to 30th June every year may be treated as "No Report Period Certificate" & the grading of the reporting 1,2,3 or reviewing authority or accepting Authority (as the case may be) shall be taken as final record.



8.3 Responsibility of Reviewing Authority

Responsibility of Reviewing Authority	Next Appropriate action	NO REVIEW PERIOD CERTIFICATE
Reviewing Authority will review the APAR of ORU and forwarded to Accepting Authority within the stipulated timeline. In case Reporting Authority has not reported the APAR by the stipulated timeline, the Reviewing Authority shall proceed to the APAR based on his/her experience of the working and conduct of the officer reported upon. While recording the APAR, the Reviewing Authority shall specifically mention the failure of the reporting authority to report within the stipulated time in Reviewing Authority remarks section.	CMS shall automatically issue at least 02 reminders to the concerned Reviewing Authority right before the expiry of the prescribed timeline through the registered e-mail ID, with copies marked to apar.estt@nift.ac.in and the Establishment Department of the respective Campus, for Reviewing of ORU's APAR within the stipulated timeline. In the event that the Reviewing Authority fails to Review the APAR within the stipulated timeline despite the issuance of e-mail as reminders, the CMS shall automatically place a NO REVIEW PERIOD CERTIFICATE.	It is certified that the APAR in respect of <u>Name of Faculty, Designation</u>, NIFT <u>Name of Campus</u>, for the period from 01st July to 30th June every year could not be reviewed by the Reviewing Authority, <u>Name of Reviewing Authority, Designation</u> due to failure of non-reviewing of <u>Name of Faculty</u>, APAR within the prescribed timeline despite the issuance of system-generated e-mail as reminders through the CMS Portal on date : <u>(ERP team is requested to please mention date of e-mail reminders with hyperlink)</u>. Consequently, the Reviewing Authority has forfeited his / her rights to record any comments on the APAR due to failure to review within the stipulated timeline. Accordingly, the APAR of <u>(Name of Faculty)</u> has automatically forwarded to the Accepting Authority for further Acceptance in accordance with the prescribed timeline. Therefore, the APAR of <u>Name of Faculty, Designation</u>, for the Period : 01st July to 30th June every year may be treated as "No Review Period Certificate" & the grading of the reporting 1,2,3 or reviewing authority or accepting Authority (as the case may be) shall be taken as final record.



8.4 Responsibility of Accepting Authority

Responsibility of Accepting Authority	Next Appropriate action	NO ACCEPTANCE PERIOD CERTIFICATE
Accepting Authority will accept the APAR of ORU and forwarded to Custodian within the stipulated timeline. In case Reviewing Authority has not reviewed the APAR by the stipulated timeline, the Accepting Authority shall proceed to the APAR based on his/her experience of the working and conduct of the Authority reported upon. While recording the APAR, the Accepting Authority shall specifically mention the failure of the reviewing authority to review within the stipulated time in Accepting Authority remarks section .	CMS shall automatically issue at least 02 reminders to the concerned Accepting Authority right before the expiry of the prescribed timeline through the registered e-mail ID, with copies marked to apar.estt@nift.ac.in and the Establishment Department of the respective Campus , for Accepting of ORU's APAR within the stipulated timeline. In the event that the Accepting Authority fails to accept the APAR within the stipulated timeline despite the issuance of e-mail as reminders, the CMS shall automatically place a NO ACCEPTANCE PERIOD CERTIFICATE .	It is certified that the APAR in respect of <u>Name of Faculty</u>, <u>Designation</u> , NIFT <u>Name of Campus</u> , for the period from 01 st July to 30 th June every year could not be accepted by the Accepting Authority, <u>Name of Accepting Authority</u>, <u>Designation</u> due to failure of non-accepting of <u>Name of Faculty</u> APAR within the prescribed timeline despite the issuance of system-generated e-mail as reminders through the CMS Portal on date : (ERP team is requested to please mention date of e-mail reminders with hyperlink) . Consequently, the Accepting Authority has forfeited his / her rights to record any comments on the APAR due to failure to accept within the stipulated timeline. Accordingly, the APAR of <u>(Name of Faculty)</u> has automatically forwarded to the Custodian for further necessary action. Therefore, the APAR of <u>Name of Faculty</u>, <u>Designation</u> , for the Period : 01 st July to 30 th June every year may be treated as "No Acceptance Period Certificate" & the grading of the reporting 1,2,3 or reviewing authority or accepting Authority (as the case may be) shall be taken as final record.

9. Head (ERP) shall make necessary arrangements for generation and dissemination of automated e-mail alerts through the CMS Portal to all concerned officials who are required to submit their APARs or process the same at subsequent levels, i.e., Reporting Authority, Reviewing Authority and Accepting Authority, so as to ensure timely action and smooth completion of the APAR process.