



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
National Institute of Fashion Technology

स्थापना विभाग - I

Establishment Department – I

मुख्यालय, हौज़ खास, नई दिल्ली - ११००१६

Head Office, Hauz Khas, New Delhi - 110016



आज़ादी का
अमृत महोत्सव

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

24th May, 2024

OFFICE MEMORANDUM

Subject : Second Time Extension for Submission of online Annual Performance Assessment Report (APAR) in r/o Academic Post on CMS Portal for the year : 01st July 2022 to 30th June 2023 & Partial year : 01st July 2022 to 05th December 2022.

As a one-time measure, following time lines are extended for submission of online APARs on CMS: -

S.No.	Time Schedule for	Academic Staff (Faculty Members) (01 st July 2022 to 30 th June 2023)	Partial Academic Staff (Faculty Members) (01 st July 2022 to 05 th December 2022)
01.	Submission of online self- appraisal to reporting officer by officer to be reported upon through CMS portal	05 th June 2024	05 th June 2024
02.	Online Submission of report by reporting officer to reviewing officer through CMS portal	16 th June 2024	16 th June 2024
03.	Report to be completed by Reviewing Officer through CMS portal	30 th June 2024	30 th June 2024
04.	Appraisal by accepting authority, wherever provided	15 th July 2024	15 th July 2024

2. Those faculty members who have not yet submitted their APARs on CMS are once again directed to submit their self – appraisal within the above time lines. If the self-appraisal by the official reported upon is not submitted by due date, the online window would close and the Reporting Officer must fill the APAR proforma without self-appraisal by making a suitable note in the APAR on CMS Portal.

3. All reporting, reviewing & Accepting Authorities are requested to kindly check the CMS portal and complete requisite actions pertaining to endorsement of APAR at their end.

4. All concerned officers may note that after submitting their self-appraisal for the period 01st July 2022 to 30th June 2023 & partial period 01st July 2022 to 05th December 2022 respectively to the Reporting Authority, **the intimation must be submitted to establishment department of respective campus who will compile and send it to HO.** The Reporting Authorities will submit the APAR to respective Reviewing Authorities who in turn will forward the same to the respective Accepting Authority under intimation to concerned campus.

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5. In case of any query related to submission of online APARs on CMS Portal, the ERP / Nodal Officer/Establishment Department of respective campuses may be contacted who have attended online training program conducted on 14.06.2022.

6. The respective Campus Directors are requested to sensitize all concerned officials that in view of requisite importance of APAR, the instructions issued by Department of Personnel and Training from time to time shall be followed by NIFT issued by Department of Personnel and Training from time to time shall be followed by NIFT on the subject as illustrated by DOPT in different circumstances viz transfer/retirement of Reporting / Reviewing Officer.

This issues with the approval of the Competent Authority.


24/5/2024

कर्नल विक्रान्त लखनपाल / Colonel Vikrant Lakhnupal
पंजीयक / Registrar

To

All Campus Directors / Joint Directors
All faculty members / Head ERP

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. Personal File