



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

31st July 2026

OFFICE MEMORANDUM

Subject: Extension of reporting timeline for submission of online Annual Performance Assessment Report (APAR) in r/o Academic Post on CMS Portal.

In continuation of this Office Memorandum of even number dated 25th September 2025, it has been observed that a significant number of Reporting Officers, Reviewing Officers and Accepting Authorities have failed to complete the APAR workflow within the prescribed timelines on the CMS Portal.

2. In view of the above, and with the approval of the Competent Authority, it has been decided to re-open the APAR completion process as a one-time special measure to facilitate the completion of the pending online APARs for the period 2021-22, 2022-23, 2023-24 & 2024-2025. No further extension of the prescribed timelines shall be granted under any circumstances. All concerned authorities are, therefore, directed to ensure strict adherence to the revised schedule and complete the pending APARs within the stipulated timelines without fail.

3. Accordingly, the revised schedule for completion of the online APAR process for the above mentioned periods is as follows:

S. No.	Time Schedule	Academic Staff (Faculty Members)	
		Window Open	Window Closed
1.	Online submission of APAR by the Reporting Officer to the Reviewing Officer through the CMS Portal	03 rd August 2026	17 th August 2026
2.	Completion of review by the Reviewing Officer through the CMS Portal	18 th August 2026	01 st September 2026
3.	Appraisal by the Accepting Authority, wherever applicable	02 nd September 2026	16 th September 2026

4. All Reporting, Reviewing, and Accepting Authorities shall ensure strict adherence to the above-mentioned timelines. Non-compliance with the revised schedule shall be viewed seriously, and no request for reopening of the APAR process or extension of the prescribed timeline shall be considered under any circumstances. In the event of failure by any Reporting, Reviewing, or Accepting Authority to record the APAR within the stipulated revised timeline, the CMS shall automatically generate and place the applicable No Report Certificate (NRC), No Review Certificate (NReC), or No Acceptance Certificate (NAC), as the case may be.

5. 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
3. All faculty members of NIFT
4. Head (ERP) : With 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)
4. All Heads of the Units / All Chairpersons of the Academic Departments
5. DD (IT) / DD (NRC)
6. ABS & Legal Officer
7. PS to DG, NIFT
8. Guard File