



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

30<sup>th</sup> June 2026

**OFFICE MEMORANDUM**

**Subject: Online submission of Annual Performance Assessment Report (APAR) on CMS Portal in r/o Academic Posts for the period 01<sup>st</sup> July 2025 to 30<sup>th</sup> June 2026.**

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, the Reviewing Authority and Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

2. The following time schedule for submission of online APAR through CMS portal for the academic year 01<sup>st</sup> July 2025 to 30<sup>th</sup> June 2026 is as under: -

S. No.	Time Schedule for	Faculty Members
(a)	Submission of online self-appraisal through CMS portal to the Reporting Officer by the officer to be reported upon	On or before 15 <sup>th</sup> August 2026
(b)	Online submission of report by the Reporting Officer to the Reviewing Officer through CMS portal	By 15 <sup>th</sup> October 2026
(c)	Report to be completed by the Reviewing Officer through CMS portal	By 15 <sup>th</sup> December 2026
(d)	Acceptance by Accepting Authority	By 15 <sup>th</sup> January 2027

3. 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.

4. 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 the Reporting Officer shall report on the blank self-appraisal by submitting the blank APAR proforma without self-appraisal by mandatorily making a suitable note in the APAR on CMS Portal. Head (ERP) shall make necessary arrangements for 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. Reporting Officer/Reviewing Officer/Accepting Authority.

**Contd..**

5. In view of importance of APAR in career progression and professional relevance, the instructions on the APARs applicable in different circumstances viz. transfer of Reporting/Reviewing Officer, when Reporting/Reviewing Officer is related to the officer reported upon, retirement / resignation of Reporting/Reviewing Officer, Officer appointed on deputation/contract, timely submission of APAR etc. issued by the Department of Personnel and Training from time to time shall be followed.

6. All concerned officials are hereby directed to mandatorily upload the certificates of completion of all six prescribed iGOT Karmayogi courses along with their APAR Self-Appraisal on the CMS Portal and furnish the relevant course details therein. Head (ERP) shall make necessary arrangements in the CMS Portal for uploading of the six iGOT Karmayogi courses completion certificates along with the Self-Appraisal and for mentioning course-wise completion details, including date-wise completion status, to ensure effective monitoring and strict compliance. In case any official fails to upload the requisite iGOT Karmayogi course completion certificates, the CMS Portal shall not permit submission of the APAR Self-Appraisal until compliance is ensured.

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 rendition 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