



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(8408)/NIFT-HO/Estt.- Academic APAR Intimation (HO)/2025

21<sup>st</sup> July, 2025

**OFFICE MEMORANDUM**

**Subject: Mandatory Updation of Full Names in CMS Portal as per Official Records.**

It has been observed that several faculty members and officials across various NIFT campuses have not entered their full names in the CMS portal. The use of incomplete or abbreviated names causing difficulties in identifying individuals during the processing of APARs and other official matters.

2. In this regard, all faculty members and officials are hereby directed to update their names in the CMS portal to reflect their complete official names as per their service records. This step is essential to ensure uniformity, accuracy, and ease of identification across all official systems.

3. All concerned individuals are requested to complete this update by **28<sup>th</sup> July 2025** without fail.

4. It is advised that usage of different versions of name in official matters is not only a misconduct within the meaning of CCS (Conduct) Rules, 1964 but also legally not permissible unless a specific Gazette Notification for change of name or usage of aliases is issued.

5. Further, Campus Establishment Departments are directed to monitor the CMS portal and ensure that the names updated by faculty members and officials exactly match with their official service records.

6. Compliance in this matter is **mandatory**, and all Campus Directors are requested to submit a report of the updated names of faculty members and officials to the Establishment Department, Head Office, by **29<sup>th</sup> July 2025**. After 29.07.2025, only those documents which bear names exactly as per Service Book will only be considered for official purposes such as APAR, Experience Certificate, DPC, Seniority List, etc. unless Gazette Notification as stated at para 4 above is accompanied with documents.

(गौरव मिश्रा / Gaurav Mishra)

संयुक्त निदेशक / Joint Director

To

All faculty members  
All Campus Directors & Joint Directors  
All Campus Establishment Department  
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)
4. All Heads of the Units / All Chairpersons of the Academic Departments
5. DD (IT) / AD (Estt) / ABS & Legal Officer
6. PS to DG, NIFT