



National Institute of Fashion Technology
राष्ट्रीय फैशन प्रौद्योगिकी की संस्थान
Establishment Department - Head Office
स्थापना विभाग, निफ्ट मुख्यालय
HauzKhas, New Delhi
हौज़ खास, नई दिल्ली



NIFT/HO/Estt.II/APARs/Digitization/2019

21st December, 2022

OFFICE MEMORANDUM

Subject: *Submission of online Annual Performance Assessment Report (APAR) in r/o Academic Post (Heads, CPs, Professors & CAC) on CMS Portal.*

This is in reference to the APARs in respect of faculty members for whom Shri. Shantmanu (IAS), Former Director General, NIFT was the reviewing / accepting authority prior to relieving from the post of DG - NIFT on 05th December, 2022 is required to be submitted.

The following time schedule for submission of online APAR through CMS portal for the academic year July 2022 to 05th December, 2022 for Heads, CPs, Professors and CAC is as under: -

S.No.	Time Schedule for	(July 2022 to June 2023)
01.	Submission of online self- appraisal to reporting officer by officer to be reported upon through CMS portal	Before 31 st December, 2022
02.	Online submission of report by reporting officer to reviewing officer through CMS portal	10 th January, 2022
03.	Report to be completed by Reviewing Officer through CMS portal	20 th January, 2022
04.	Appraisal by accepting authority, wherever provided	31 st January, 2023

2. All concerned are advised to submit their self-appraisal through CMS portal for the period July 2022 to June 2023 which will automatically available to the Reporting Authority and same to the Reviewing Authority & Accepting Authority. If there is a delay in submission of self-appraisal by the official reported upon the online window closes on the last date & time and the Reporting Officer fill the blank APAR proforma without self-appraisal by making a suitable note in the APAR on CMS Portal.

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3. All concerned are requested to follow the above-mentioned time schedule and submit the online APARs. As this is the first time online submission of APAR is introduced in NIFT, in case of any query related to submission of online APARs on CMS Portal, the concerned Nodal Officer/Establishment Department may be contacted as they all have attended the online training programme conducted on 14.06.2022 or write an email to ERP team on email ID erpsupportteam@nift.ac.in.

4. It is also informed that in view of utmost importance of an APAR, the instructions on the subject in different circumstances viz transfer of Reporting/Reviewing Officer, when Reporting/Reviewing Officer is related to employee, when Reporting/Reviewing officer retires, Officer appointed on deputation/contract, timely submission of APAR etc. issued by Department of Personnel and Training from time to time shall be followed by NIFT.



कर्नल विक्रान्त लखनपाल / Colonel Vikrant Lakhanpal
पंजीयक / Registrar

To

All Campus Directors & Joint Directors

Head (ERP) – With a request to intimate all reporting officers to complete the APAR as per the above timeline even if the self-appraisal is not filled by 31st December, 2022 the reporting officer must still in that case complete the APAR between 01st January 2023 to 10th January 2023 without self-appraisal as per orders on the subject.

Copy to :

1. Dean (A)
2. CVO
3. Director HO / Director (F&A) / Director (NRC & IT)
4. All Heads of the Units / All Chairpersons of the Academic Departments
5. PS to DG, NIFT
6. Guard File