



OFFICE MEMORANDUM

Subject : Extension of Submission of online Annual Performance Assessment Report (APAR) in r/o Academic Post on CMS Portal for the year : 01st July 2021 to 30th June 2022 & 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 2021 to 30 th June 2022)	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 May, 2023	05 th May, 2023
02.	Online Submission of report by reporting officer to reviewing officer through CMS portal	31 st May, 2023	31 st May, 2023
03.	Report to be completed by Reviewing Officer through CMS portal	15 th June, 2023	15 th June, 2023
04.	Appraisal by accepting authority, wherever provided	30 th June, 2023	30 th June, 2023

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 2021 – 2022 & partial period July 2022 to 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.

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.



कर्नल विक्रान्त लखनपाल / Colonel Vikrant Lakhanpal
पंजीयक / Registrar

To

All Campus Directors / Joint Directors

All faculty members

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