



National Institute of Fashion Technology
राष्ट्रीय फ़ैशन प्रौद्योगिकी संस्थान
Establishment Department – I
स्थापना विभाग-I
Head Office, Hauz Khas, New Delhi - 110016
मुख्यालय, हौज़ खास, नई दिल्ली



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

24th June, 2022

OFFICE MEMORANDUM

Subject: *Submission of online Annual Performance Assessment Report (APAR) in r/o Academic Post on CMS Portal.*

The following time schedule for submission of online APAR through CMS portal for the academic year July 2021 to June 2022 is as under: -

S.No.	Time Schedule for	Academic Staff (Faculty Members) (July 2021 to June 2022)
01.	Submission of online self- appraisal to reporting officer by officer to be reported upon through CMS portal	Before 31 st July, 2022
02.	Online submission of report by reporting officer to reviewing officer through CMS portal	30 th September, 2022
03.	Report to be completed by Reviewing Officer through CMS portal	30 th November, 2022
04.	Appraisal by accepting authority, wherever provided	31 st December, 2022

2. All concerned are advised to submit their self-appraisal through CMS portal for the period July 2021 to June 2022 which will be automatically available to the Reporting Authority and subsequently to the Reviewing Authority & Accepting Authority. The online window will close on 31st July, 2022. If the official being reported upon does not submit the self-appraisal by 31st July 2022 then he will be no longer able to access the same. In such case the Reporting Officer will fill the blank APAR proforma without self-appraisal by making a suitable note in the APAR on CMS Portal.

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, the concerned UI – ERP / Establishment Department may be contacted or an email be sent 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 all concerned.

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

Head (ERP) – With a request to monitor the CMS portal for smooth functioning & successful implementation of online APAR through portal.

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. DD (Estt) / AD (Estt)
6. ABS & Legal Officer
7. PS to DG, NIFT
8. Guard File