



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

NIFT/HO/Estt.I/Submission of Faculty APARs on CMS/2024

27th May 2024

OFFICE MEMORANDUM

Subject: Online submission of Annual Performance Assessment Report (APAR) on CMS Portal in r/o Academic Posts for the period 1st July 2023 to 30th June 2024

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

2. APAR dossier is maintained for each employee of NIFT. Objective of online system of filling APARs is to allow the employees to fill the APAR from anywhere anytime as per their convenience. Similar convenience is available at different stages in the workflow hierarchy of filling and submission process. The system is also expected to reduce delays in submission of completely filled APARs, which are used for promotion and decision on extension or termination of contract, as the case may be.

3. APAR filling process starts in the month of August. Establishment Department of the respective NIFT Campuses act on the process of coordination with individual faculty. The faculty fills the APAR for further submission to his/her Reporting Officer. The APAR is sent from Reporting Officer to Reviewing officer and finally to the Accepting Authority mandatorily.

4. The time limit for completion of APARs i.e. 15th January of the assessment year in which the assessment year ends, is to be followed in sacrosanct manner and endorsement of APARs by the Reporting, Reviewing and Accepting authorities shall be strictly adhered to at all stages of filling the form.

5. 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.

6. It must be ensured at all levels of reporting and endorsement that suitable action against the endorsing authority be taken to comply with the time schedule. In case of any delay in submission, the officer superior to such Reporting / Reviewing Officer shall obtain the justification, if any, of the delay from the defaulting officer. If no

Jiya 27.05.24

justification is submitted by the defaulting officer within reasonable time, or if the justification provided by the defaulting officer is not acceptable to the superior officer, then the officer superior to such Reporting / Reviewing Officer, shall record the reason(s) and issue a written recordable warning to the defaulting officer for the delay in completing the APARs. Such recordable warning shall be placed in the APAR dossier of the defaulting Reporting/ Reviewing Officer concerned. After the stipulated date has passed and no self-appraisal is received by that date, the reporting officer shall proceed to write the report on the basis of his experience of the working with & conduct of the officer reported upon. While doing so, the reporting officer shall mandatorily point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

7. The workflow of APAR will be as under :-

Workflow				
Concerned Campus starts the process of APAR	Faculty fills the APAR and sends to Reporting Officer	Reporting Officer views the completed APAR of the faculty, grades the APAR and forwards to Reviewing Officer	Reviewing Officer views the APAR received from the Reporting Officer, grades the APAR and forwards to the Accepting Authority	Accepting Authority views the APAR received from the Reviewing Officer, finalizes the APAR grading and forwards to the Custodian

8. The time schedule for submission of online APAR through CMS portal for the academic year 2023-2024 i.e. 1st July 2023 to 30th June 2024 is as under :-

S. No.	Time Schedule for	Faculty Members (July 2023 to June 2024)
(a)	Submission of online self-appraisal through CMS portal to the Reporting Officer by the officer to be reported upon	On or before 15 th August 2024
(b)	Online submission of report by the Reporting Officer to the Reviewing Officer through CMS portal	After 15 th August 2024 and on or before 15 th October 2024
(c)	Report to be completed by the Reviewing Officer through CMS portal	After 15 th October 2024 and on or before 15 th December 2024
(d)	Appraisal by the Accepting Authority, wherever provided	After 15 th December 2024 and on or before 15 th January 2025

9. 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.

10. 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.

This issues with the approval of the Competent Authority.

(गौरव मिश्रा) / (Gaurav Mishra)

संयुक्त निदेशक (स्थापना) / Joint Director (Establishment)

27.05.24

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) / 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. Guard File
9. राजभाषा विभाग : हिन्दी अनुवाद हेतु