

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

No. 1(03)/2016-NIELIT/Vol.III/946

14th August, 2019

OFFICE MEMORANDUM

Sub: Submission of Annual Performance Appraisal Report (APAR)-regarding

Vide Office Order No. 1(85)/2015-NIELIT/1642 dated 18th December, 2015 and Office Order No. 1(17)/2015-NIELIT/803 dated 23rd July, 2015, a time schedule has been prescribed for various stages in the matter of writing and reviewing of APARs so as to ensure strict adherence to DPC calendar/ schedule for completion of APARs. However, some of the Centres are not followed the instructions as stipulated in the aforesaid O.M.s and they are sending the APARs for the year 2018 for reporting/review by the Director General, NIELIT.

2. Director General, NIELIT has desired to sought the information from all NIELIT Centres confirming that the APARs for the year 2018 have been completed in respect of all of the employee working in their Centre.

3. Director General, NIELIT has further desired that in case of any APARs is still pending for reporting/review by the DG, NIELIT where he is the Reporting/Reviewing Officer, the concerned officers of all NIELIT Centres/Headquarters would be required to submit their APARs for the Year 2018 at the earliest, so that the same may be placed before him by 31st August, 2019.

4. All NIELIT Centres are, therefore, requested to submit a statement, confirming that the APARs has/have been written of their subordinate and self for reporting/review by DG, NIELIT at registrar@nielit.gov.in, jaswant@nielit.gov.in



(Janak Raj)
Registrar

To

- 1) The Executive Directors/Directors/-incharge
All NIELIT Centres
- 2) Concerned Officers of NIELIT Headquarters
- 3) IT Infrastructure Branch- with a request to update the website accordingly.
- 4) HoW (s), NIELIT HQs