

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(97)/2016-NIELIT/219

26<sup>th</sup> February, 2019

To

**The Executive Directors/Directors/Director-incharge  
All NIELIT Centres**

**Sub: Personnel Policy for Group 'A' S&T Officers of Ministry of Electronics and Information Technology (MeitY) and its organizations - Instructions for Autonomous Bodies - regarding**

Sir/Madam,

Please refer to this office letter of even number dated 4<sup>th</sup> June, 2018 and letter No.1(16)/2016-NIELIT/917 dated 15<sup>th</sup> May, 2017 on the above subject (copies enclosed).

2. All NIELIT Centres, are, therefore, requested to compliance the above communications.

Thanking you,

Yours faithfully,



(Janak Raj)  
Registrar

Encl: As above

Copy to: - IT section, NIELIT - For uploading

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रा.इ.सू.प्रौ.सं  
**NIELIT**

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Ministry of Electronics and Information Technology, Government of India

No.1(97)/2016-NIELIT/874

4<sup>th</sup> June, 2018

To

The Executive Directors/Directors/Director-incharge  
All NIELIT Centres

Sub: Personnel Policy for Group 'A' S&T Officers of Ministry of Electronics and Information Technology (MeitY) and its organizations - Instructions for Autonomous Bodies - regarding

Sir/Madam,

A letter No.1(03)/2016-NIELIT (Pt.II)/113 dated 18<sup>th</sup> January, 2017 was forwarded/circulated to All NIELIT Centres including Group 'A' S&T Officers of NIELIT Headquarters, in which, it was advised that the Annual Work Report format, Part-A contains the self appraisal report which will be assessed by the Reporting Officer in Part-B of the Annual Work Report. The reporting officer while evaluating the self appraisal report shall give appropriate numerical grading from any of the Sub-categories of the product links filled by the officer reported upon for review promotion under the policy. The Reporting Officer shall also ensure that the numerical grading is accorded as per provisions of Annexure-II of the MeitY Policy.

2. An Annual Work Report (AWR), has been designed to capture scientific content of work performed, would be filled up (only part A) by all S&T Officers alongwith the Annual Performance Appraisal Report (APAR) and would get reported upon by the Reporting Officer. The assessment of Screening Committee would be in part C of the AWR at the time of consideration for promotion under Personnel Policy.
3. NIELIT Headquarters are receiving the APARs dossiers of Group 'A' S&T Officers from NIELIT Centres for considering promotion to next higher grade, while scrutiny of the APARs dossiers of the S&T Officers, it has been found that Annual Work Report (Part A) has not filled up by the S&T Officers properly. Similarly, the Reporting Officer has also not assessed the Annual Work Report of the officer reported upon in Part -B. It is pertinent to mention here that Annual Work Report (Part A) and Part B are essential for considering promotion of Group 'A' S&T Officers.
4. In view of the above, all NIELIT Centres, are, therefore, requested to check the APARs dossiers properly, while forwarding the cases of Group 'A' S&T Officers for considering promotion. Incomplete documents i.e. non availability of APARs (as per residency period), Annual Work Report etc. will not be accepted by Headquarters.

Thanking you,

Yours faithfully,

(Janak Raj)  
Registrar





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

Ref. No. 1(16)/2016-NIELIT/117

15<sup>th</sup> May, 2017

To

The Executive Directors/Directors/Director-incharge  
All NIELIT Centres

Sub: Frequently Asked Questions (FAQ) on Annual Work Reports- Regarding

Sir/Madam,

New Promotion Policy has been introduced by MeitY for all Group 'A' S&T Officers and its organizations, vide OM No. 2(11)/2016-Pers-III dated 19/09/2016, termed as "New Personnel Policy for Group 'A' S&T Officers"

3. Under this Personnel Policy, the quantified S&T output indicators are provided in the Annexure of the AWR format. The reporting officer while evaluating the self appraisal report shall give appropriate numerical grading from any of the Sub-Categories of the Product Links filled by the officer reported upon for review promotion under this policy. The Reporting Officer shall also ensure that the numerical grading is accorded as per provisions of MeitY's policy. The candidate requires to obtain minimum 20 marks per assessment year from any of the sub-categories from any of the product links for review under this policy.

4. Regarding criteria for output indicators and numerical grading from any of the sub-categories of the product links filled by the officer reported upon for review promotion under the policy as mentioned at para 6, NIELIT has received clarification from ABC Division, MeitY vide their letter No. 14(2)/2016-ABCD dated 10<sup>th</sup> January, 2017, wherein it has been stated that as per practice adopted in MeitY, to assess the candidates as per the old AWR format in case the AWRs have already been submitted / completed. However, fresh AWRs (i.e. Year 2016) shall be evaluated as per the provisions of the existing policy of MeitY.

5. In view of the above, a communication received vide letter No. 14(2)/2016 dated 9<sup>th</sup> May, 2017) from ABC Division, MeitY alongwith a Frequently Asked Question (FAQ) on Annual Work Report vide O.M. No.2(11)/2012-P.III dated 05.05.2017 (copy enclosed) is sent herewith to NIELIT Centres to comply with these guidelines as mentioned in the aforesaid communication.

Thanking you,

Yours faithfully,

(Janak Raj)  
Registrar

CC: IT Wing- for upload the communication on NIELIT Website in Employees Corner

Shankar  
15/5/17