



रा. इ. सू. प्रौ. सं.
NIELIT

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

(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)

(इलेक्ट्रॉनिकी सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Department of Electronics and Information Technology (DeitY),
Ministry of Communications & Information Technology, Govt. of India)

कोलकाता
Kolkata

NIELIT/Kol/Admn/APAR_AWR/2019/436

Dated : 08/01/2019

OFFICE MEMORANDUM

Sub : **Communication of APAR / AWR – reg.**

In pursuance with the system of communication of Annual Performance Assessment Report (APAR), the full APAR for the year 2018 including the overall Grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the Remarks of the Reviewing Officer

2. The concerned officer shall be given an opportunity to make any representation against the entries and final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observation contained in the report leading to assessment of the officer in terms of attributes, work output etc. In case no representation is received by the Office within the fifteen days from the date of disclosure, it shall be deemed that he/she has no representation to make and the APAR shall be treated as final.

Time schedule for preparation / completion of APAR as per table given below		
Sl. No.	Activity	Last date
1	Collection of blank APAR forms by all concerned (i.e. to Officer to be reported upon where self-appraisal has to be given) from Administration (Room No. 205)	14.01.2019
2	Submission of self-appraisal to Reporting Officer by Officer to be reported upon	28.01.2019
3	Submission of report by Reporting Officer to Administration for scrutiny	08.02.2019
4	Submission of APAR to Reviewing Officer after scrutiny	15.02.2019
5	Report to be completed by Reviewing Officer and to be sent to Administration.	28.02.2019
6	Copy of duly reviewed APAR to be collected by concerned employees from Administration	11.03.2019
7	Receipt of employees representations on APAR, if any	26.03.2019

3. Further, the concerned Group – 'A' and Group – 'B' Officers / officials are requested to submit their filled in Annual Property Return format for the year 2018 with their APARs.


(A, Das)

Addl. Director (F&A)

To :

1. All Staff/Officers of the Centre for information and compliance

Copy to :

1. Sr. PS to Director for kind information of Director
2. Notice Board
3. File