

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2015 Certified Organisation)

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

I-18015/1/2021-IT/ 232

Dated: 05<sup>th</sup> April, 2023


OFFICE MEMORANDUM

In continuation of Office Memorandum No. I-18015/1/2021—IT/16 dated 09<sup>th</sup> Jan, 2023, 02<sup>nd</sup> Feb, 2023, 28.02.2023, the competent authority has considered various request received from Nodal admins of Centres/employees for extending the timelines of online APAR (e-APAR) process. Thus, with the approval of competent authority the revised timelines for Online APAR submission is as follows :

Calendar for completion of e-APAR		
Sr. No.	Activity	Date
1	Calendar Year for which the 1 <sup>st</sup> Online APAR to be initiated	2022
2	Convey of URL for Log-In to all concerned	
3	Edit/correction request/selection of reporting/reviewing Officers and approval by the Local Admin	
4	Submission of self-appraisal to reporting officer by officer to be reported upon	15 <sup>th</sup> April 2023
5	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> April 2023
6	Report to be completed by Reviewing officer and to be sent to administration	15 <sup>th</sup> May 2023
7	Disclosure to the officer reported upon where there is no accepting authority	01 <sup>st</sup> June 2023
8	Receipt of representations on APAR, if any, from the employee concerned	15 <sup>th</sup> June 2023
9	Forwarding of representation to the competent authority	30 <sup>th</sup> June 2023
10	Disposal of representation by the competent authority	15 <sup>th</sup> July 2023 (within one month from the date of receipt of representation)
11	Communication of the decision of the competent authority on the representation by the APAR Cell	30 <sup>th</sup> July 2023
12	End of entire APAR process, after which the APAR will be finally taken on record	

2. As the Online APAR System is being implemented in NIELIT first time, dates indicated in the above timeline are extended beyond DoPT guidelines. However, from the next Calendar Year the Online APARs shall be completed as per DoPT guidelines.

3. The said Office Memorandum stands amended to the above extent only.

  
R.P. PANDEY  
[Registrar]

P.T.O

Copy to:

1. All NIELIT Centres/ Extension Centers
  2. All HoWs at HQ
  3. IT infrastructure branch – with a request to update the website accordingly.
  4. Hindi section, NIELIT headquarters – with a request to issue Hindi version.
  5. Guard file.
- For necessary action and circulation among the employees.*

Copy for kind information to:

- SO to DG, NIELIT Headquarter

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केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, चंडीगढ़, चुराचंदपुर, चुचुइमलांग, दीमापुर, डिब्रूगढ़, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनपुर, लखनऊ, लुंग्लेई, माजुली मंडी, पाली, पासीघाट, सेनापति, सिलचर, तेजपुर, तेजू और तुरा
Centers:	Agartaka, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar
Extension Centers:	Alawalpur, Chandigarh, Churachandpur, Chuchuyimlang, Dimapur, Dibrugarh, Jammu, Jorhat, Kargil, Kokrajhar, Lakhnampur, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Senapati, Silchar, Tejpur, Teju and Tura