

**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/3238

29<sup>th</sup> December, 2016

**OFFICE MEMORANDUM**

**Sub: Timely completion of Annual Performance Appraisal Reports (APAR) for the year 2016-reg.**

As per procedure, all employees of NIELIT are required to submit their duly filled up APAR for the year 2016 to their immediate Reporting Officer as per time schedule prescribed in office order No. 1(17)/2015-NIELIT/803 dated 23<sup>rd</sup> July, 2015 and order No. 1(85)/2015-NIELIT/1642 dated 18<sup>th</sup> December, 2015 (Copies enclosed). Accordingly, Head of the Administration Wing of NIELIT Centre is requested to distribute the copies of APAR forms to each employee of the centre for filling-up of self appraisal report and for onwards submission to respective Reporting Officer/Reviewing Officer for reporting and reviewing. The matter for writing of APARs in a timely and efficient manner is of the great importance for sustaining the efficiency and morale of the concerned.

2. It is appropriate to mention here that a time-schedule (DPC calendar) has been framed vide this office order No. 1(85)/2015-NIELIT/1642 dated 18<sup>th</sup> December, 2015 at various stages for completion of APARs and convening of Screening /Selection Committee. All Head of the Administration wing of NIELIT Centres are, therefore, requested to ensure adherence to the time schedule for completion of APARs and other instructions as laid down in the Office order dated 23<sup>rd</sup> July, 2015 and order dated 18<sup>th</sup> December, 2015.

3. As per new personnel policy for Group 'A' S&T Officers of NIELIT may also be use the output indicators performa while filling up the APARs & Annual Work Report (Part A). As per criteria for output indicators under Group 'A' Policy for S&T Officers, candidate requires to obtain Minimum 20 marks per year from any of the sub-categories from any of the product links for review under MFCS Policy.

4. Further, complete APARs dossiers alongwith VC/DC in respect of those officials, who are eligible for review promotion (as on 01.01.2017 under Personnel Oriented Promotion Policy) from Grade Pay of Rs. 5400/- to Grade Pay of Rs. 6600/- and Grade Pay of Rs. 6600/- to Grade Pay of Rs. 7600/- and Grade Pay of Rs. 7600/- to Grade Pay of Rs. 8700/- may also be forwarded to NIELIT Headquarters immediately.



(Janak Raj)  
Registrar

Encl: As above

To: The Executive Directors/Directors/Directors-in-charge, All NIELIT Centres

Copy to: i) Director General, NIELIT - for kind info.  
ii) IT Wing - for updation on NIELIT website





रा.इ.सू.प्रौ.सं  
**NIELIT**

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Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India

Ref. No. 1(17)/2015-NIELIT/803

July 23, 2015

OFFICE ORDER

Department of Personnel & Training (DOPT) has been impressing upon various Government Department for timely completion of Annual Performance Assessment Reports (APARs) of the employees from time to time and has even circulated a detailed schedule for completion of every step starting from distribution of blank APAR Forms to the employees to taking of APAR on record. Since NIELIT also follows the DOPT instructions with regard to APAR, NIELIT Headquarters has issued various communications to all NIELIT Centres bringing out the significance and importance of APARs in personnel administration and necessity of completion of the same within a time frame in order to ensure timely action on probation clearance, confirmation, regular promotions, etc. A reference to the NIELIT Headquarters' OM No.DOEACC/CCU/MIS/59/2010/293 dated 26<sup>th</sup> March, 2014 may be cited in this regard. Also a detailed presentation on requirement of timely completion of APARs was given during the Administrative and Finance Officers Workshop held at Kolkata on September 26-27, 2014. The presentation, inter-alia covered the following time schedule to be observed for completion of APARs by various administrative authorities in NIELIT:

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> December. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon	15 <sup>th</sup> January.
3.	Submission of report by reporting officer to reviewing officer	31 <sup>st</sup> March
4.	Report to be completed by Reviewing Officer and to be sent to Administration	30 <sup>th</sup> April

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था  
An Autonomous Scientific Society under DeitY

इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110 003  
Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110 003

दूरभाष / Telephones - 011-24363330-1-2; 24366577-79-80 फैक्स/Fax - 011-24363335, 24363937

वेबसाइट/Website - www.nielit.in



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5.	Disclosure to the officer reported upon where there is no accepting authority	1 <sup>st</sup> June
6.	Receipt of representation on APAR, if any, from the employee concerned	15 days from the date of receipt of communication
7.	Forwarding of representations to the competent authority	21 <sup>st</sup> June
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	16 <sup>th</sup> August
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> August

2 It has, however, been noticed that the time schedule for completion of APARs is not being strictly observed by the employees concerned at different stages i.e. submission of self-appraisal, completion by Reporting Officer, completion by Reviewing Officer, communication of APAR, disposal of representations, etc. Instructions have also been issued that Group A S&T Officers are required to submit Annual Work Report in the prescribed Proforma alongwith APAR, but it has been noticed that in many cases, the AWRs are not available in the APAR dossiers of the concerned employees. Instances of non-observance of the instructions with regard to disclosure/communication of the APARs to the concerned employees have been noticed. Such lapses have not only lead to complications in handling the cases but also has lead to delays in processing of cases of probation clearance, promotion, etc.

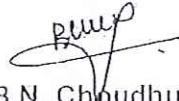
3. It has also been noticed that the Reporting/Reviewing Officers do not pay adequate head to making entries in the APAR Forms and fill-in the same in a very casual manner. Further, the response of Reporting/Reviewing Officers, to the representations from the employees for upgradation of APARs or against adverse remarks, when forwarded to them for comments, have also been found to be very casual. Due to these shortcomings, Administration has to face lot of difficulties when the meetings of Screening/Selection Committees are convened. The officers functioning Reporting/Reviewing Officers are, therefore, requested to kindly go through the instructions/guidelines for writing APARs very carefully before initiating action for completion of APARs.



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4. The competent authority has taken a serious view of the matter and has desired that all employees in NIELIT may be instructed to complete the APARs as per time schedule prescribed so that the promotion process is completed in time every year.

5. In view of the position explained above, all employees in NIELIT, are requested to scrupulously follow the time schedule brought out in the table below para 1 above and accomplish their respective roles in completion of the APARs. For detailed instructions with regard to General Principals, Contents, General Guidelines, Time Schedule for Completion of APAR time schedule, etc., all concerned may go through "Brochure on Preparation & Maintenance of Annual Performance Assessment Report for Central Civil Services", a copy of which is being published on NIELIT Website at URL <http://nielit.gov.in/acts.aspx>

  
(B.N. Choudhury)  
Addl. Director(P&A)

To

1. All Centre Directors/Director-in-Charge
2. All HOW, NIELIT HQs
3. Office Order File /Guard File
- ✓ 4. IT Wing – for updation on NIELIT website

Copy also for information to:

1. TSO/PS to Managing Director , NIELIT HQs

  
19.7.10/11





राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
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Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India  
1(85) 2015-NIELIT/1642 18<sup>th</sup> December 2015

OFFICE ORDER

The Competent Authority has desired to introduce the Departmental Promotion Committee (DPC) Calendar in NIELIT so that it can be followed in all the Centers of NIELIT and an uniformity in giving the opportunity to all the eligible employees could be achieved.

To implement the above, the following DPC Calendar is being introduced for all NIELIT Centers. It is further directed to all NIELIT Centers to follow the schedule/time lines, given in the DPC Calendar. It may also be appropriate to mention that the cut-off dates with regard to completion of APARs as given in the below table would be applicable in case of the employees who have completed the prescribed residency in their respective grades for promotion.

DPC Calendar		
Sr. No.	Activity	Date by which action to be completed
1.	Drawing of list of employees becoming eligible for promotion as on 1 <sup>st</sup> January of the year	Preceding 25 <sup>th</sup> December
2.	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> December
3.	Communication of the above list to all concerned, i.e. DG in case of HQ and Directors/Directors-in-charge in case of Centres	Preceding 31 <sup>st</sup> December
4.	Submission of Self Appraisal to Reporting Officer by the officer to be reported upon	15 <sup>th</sup> January
5.	Completion by Reporting Officer of APARs of the employees included in the list indicated at Sr.No.1 above.	Prospective 31 <sup>st</sup> January
6.	Completion by Reviewing Officer and submission of the same to Administration	15 <sup>th</sup> February
7.	Communication of APAR to the employees concerned	2 <sup>nd</sup> March
8.	Receipt of employee's Representations on APAR, if any	17 <sup>th</sup> March (within 15 days from the date of receipt of communication)
9.	Disposal / settlement of representations	17 <sup>th</sup> April (within one month from the date of receipt of representation)
10.	Forwarding of complete set of APARs and AWRs for the entire residency period to HQs for Grade 'A' officers (including those whose representations have been received and settled) (All APAR dossiers should be sent in one go)	20 <sup>th</sup> April

P.T.O.



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11.	Constitution of Screening Committee and Selection Committee	30 <sup>th</sup> April
12.	Completion of processing by Screening Committee in case of non-S&T and Level-I Committee in case of S&T officers	15 <sup>th</sup> May
13.	Completion of Interviews in case of non-S&T and below Group 'A' S&T employees and process by Level-II Committee in case of Group 'A' S&T	31 <sup>st</sup> May
14.	Constitution of Level III (DPRC) in case of Grade 'A' S&T employees officers from Scientist 'E' to 'F' and Scientist 'F' to 'G'	5 <sup>th</sup> June
15.	Issue of promotion orders in respect of non-S&T and below Group 'A' S&T employees and Group 'A' S&T employees upto Scientist 'E'	5 <sup>th</sup> June
16.	Completion of process by level-III (DPRC) in case of Group 'A' S&T officers Scientist 'E' to Scientist 'G'	25 <sup>th</sup> June
17.	Issue of Promotion orders in respect of S&T officers for promotion form 'E' to 'F' and 'F' to 'G'	25 <sup>th</sup> July

This issued with the approval of the Competent Authority.

  
 (Janak Raj)  
 Registrar

Copy to:

1. All NIELIT Centers/ 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.

CC for information to:

TSO and PS to DG, NIELIT Headquarter

केन्द्र : अगरतला, आइजॉल, औरंगाबाद, अजमेर, कालीकट, चंडीगढ़, चैन्नई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी/तेजपुर, इम्फाल, ईटानगर, कोलकाता, कोहिमा/चुचुयिमलांग, लखनऊ, पटना, शिमला, शिलांग और श्रीनगर/जम्मू में स्थित  
 Centres at : Agartala, Aizwal, Aurangabad, Ajmer, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati/Tezpur, Imphal, Itanagar, Kolkata, Kohima/Chuchuyimlang, Lucknow, Patna, Shimla, Shillong and Srinagar/Jammu