

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/1168

22<sup>nd</sup> June, 2017

**OFFICE MEMORANDUM**

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

As all concerned may be aware that Smt. Aruna Sundararajan, Secretary, MeitY has been moved to Department of Telecommunications, on 21.06.2017 and would therefore, be leaving MeitY thereby ceasing to be the Chairman of Management Board of NIELIT. In order to ensure timely completion of APARs in respect of the NIELIT Officers where she is the Reviewing Officer, the Executive Directors / Directors / Directors-in-charge of all NIELIT Centres would be required to submit their APARs and AWRs for the period from 01.01.2017 to 22.06.2017 at the earliest.

2. Accordingly, all the Executive Directors/Directors/Directors-in-charge, in whose case Chairman MB is the Reviewing Officer, are requested to submit their APARs with Part 2 (Self Appraisal) of the same duly filled in along with AWR for the period from 01.01.2017 to 23.06.2017 (Forenoon) to this Office latest by **9<sup>th</sup> July, 2017** for further necessary action at HQs. Blank APAR format is attached for kind information please.

3. Timely compliance is expected from all the concerned.

  
(Jantak Raj)  
Registrar

To

- 1) The Executive Directors/Directors/-incharge  
NIELIT Centres
- 2) IT Infrastructure Branch- with a request to update the website accordingly.

Copy for kind information to Director General, NIELIT



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सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)

## National Institute of Electronics and Information Technology (NIELIT)

### वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर) Annual Performance Appraisal Report (APAR)

वैज्ञानिक ग्रेड -बी एवं उससे ऊपर के सभी वैज्ञानिक एवं तकनीकी अधिकारियों के लिए  
For all Scientific and Technical Officers of and above the Grade of Scientist 'B'

अधिकारी का नाम एवं पदनाम  
Name & Designation of the Officer:

एपीएआर की अवधि  
APAR period

से  
From

To

तक

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

वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर)  
**Annual Performance Appraisal Report (APAR)**

वैज्ञानिक ग्रेड -बी एवं उससे ऊपर के सभी वैज्ञानिक एवं तकनीकी अधिकारियों के लिए  
**For all Scientific and Technical Officers of and above the Grade of Scientist 'B'**

भाग-1 / Part-1

**व्यक्तिगत ब्यौरे / Personal Data**

(प्रशासनिक अनुभाग द्वारा भरा जाएगा)  
(To be filled by the Administrative Section)

- 1 नाम / Name :
- 2 पदनाम / Designation:
- 3 एपीएआर की अवधि: से तक  
Period of APAR: From To
- 4 जन्म तिथि /Date of Birth:  
सरकार / सरकारी संगठन में कार्यग्रहण की तिथि.....डीओईएसीसी संस्था में .....
5. Date of joining in Government / Govt. organization:  
NIELIT  
वर्तमान ग्रेड में नियुक्ति की तारीख
- 6 Date of appointment to the present grade:  
वेतन बैंड / ग्रेड वेतन
- 7 Pay Band / Grade pay:
- 8 शैक्षणिक योग्यता / Academic Qualifications :
- 9 व्यवसायिक योग्यता / Professional Qualifications:
- 10 निर्धारित कार्यक्षेत्र / Area of work allocated:  
वर्ष के दौरान छुट्टी से अनुपस्थिति की अवधि यदि प्रशिक्षण पर थे तो बताएं। (छुट्टी आदि ,प्रशिक्षण)
- 11 Period of absence from duty (on training leave etc. during the year, if he has undergone training specify).



## PART-2

### Self-Appraisal Report

(To be filled by the Officer reported upon)

- 1 Name of the Group/Division to which the officer was assigned during the year

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- 2 Area of activities/tasks assigned.

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- 3 Summary of quantitative / qualitative/physical achievements for the assigned activity.

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(please use additional sheet if necessary, not exceeding two sheets)

- 4 Significant contributions and Professional achievements.

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- 5 Any other major activities.

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6 Please state briefly any bottlenecks or constraints, which might have affected your performance.

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.....

7 Please indicate specific areas in which you need to upgrade your skills through training programs.

(i) For Current assignment.

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.....

(ii) For your future career.

.....

.....

8 Please state whether the annual return on Immovable property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given.

.....

.....

Date:

(Signature)

**PART-3**

**ASSESSMENT BY THE REPORTING OFFICER**

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10, where 1 refer to the lowest grade and 10 to the highest.

Name of the officer whose CR is being assessed.

Designation.....

Length of service under the Reporting Officer ..... Year(s)..... Month(s).....

- 1 Please state whether you agree with the responses relating to the accomplishments/shortfalls of the work plan and unforeseen tasks as filled out in Section 2. If not, please furnish factual details.

- 2 Please comment on the claim (if made) of any exceptional contribution by the officer reported upon)

- 3 Please comment on the bottlenecks and constraints as given by officer.

**4 Assessment of Work output (weightage to this Section would be 40%)**

(This assessment should rate the officer vis-avis his peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers, with 1 referring to the lowest and 10 to the best grade)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of assigned work			
(ii) Quality of output			
(iii) Accomplishment of exceptional work/unforeseen tasks performed.			
Overall Grading on 'Work Output'			

**5 Assessment of Personal attributes (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work;			
(ii) Sense of responsibility			
(iii) Maintenance of discipline			
(iv) Communication skills.			
(v) Analytical ability			
(vi) Leadership qualities			
(vii) Capacity to work in team			
(viii) Capacity to work in time limit.			
Overall Grading on "Personal attributes".			



**6 Assessment of functional competency (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/Regulations/procedures in the area of function and ability to apply them correctly.			
(ii) Strategic planning ability			
(iii) Decision making ability			
(iv) Coordination ability			
(v) Ability to motivate and develop subordinates			
Overall Grading on 'Functional competency'			

**PART-4**

**GENERAL**

1 Relations with the public (wherever applicable) (Please comment on the officer's accessibility to the public and responsiveness to their needs).

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2 Training (Do you agree with the skill upgradation needs as identified by the officer?) (please give specific recommendations for training with a view to further improving the effectiveness and capabilities of the official).

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3 State of Health

4 Integrity (Please comment on the integrity of the official)

5 Pen picture by reporting Officer (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength, significant contributions/shortfalls (ref: 3(A) & 3 (B) of Part – 3) and attitude towards weaker sections.

6 Overall numerical grading on the basis of weightage given in Section A, B and C in Part – 3 of the Report.

Place.....

Date.....

Signature of the Reporting Officer

Name in Block Letters. ....

Designation .....

During the period of Report:.....

## Part-5

Remarks of the reviewing officer:

- 1 Length of service under the Reviewing Officer

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- 2 Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of Reporting Officer in respect of achievements/shortfalls of the official reported upon? (Ref: Part – 3 (A) (iv) and Part – 4 (5)).

(i) (In case you do not agree with any of the numerical assessment of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
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- (ii) In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

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- 3 Pen picture by Reviewing Office. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

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4 Overall numerical grading on the basis of weightage given in A, B and C in Part -3 of the Report.

Signature of the Reviewing Officer

Place.....  
Letters.....

Name in Block

Designation .....

Date:.....

During the period of Report.....

**Part-6**

(Remarks of the Counter Signing Office (i.e. Next Superior Officer), if any)

Signature.....

Name in Block letters.....

Designation.....

Date.....



Annual Work Report

Part A

SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name:
2. Designation:
3. Area of S&T Function
4. Brief Description of S&T work function:
5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)
6. Enumeration of major outputs from S&T Function
7. Innovation content of work done (about 100 words)
8. Major impact reported during the financial year (if any) for work done during previous three years.
9. Scientific and technological methodologies used in the work function
10. Suggestions (if any) for work functions based on new or emerging scientific principles
11. New technologies if any introduced by the officer in work plan/ functions
12. Any other highlight of special S&T content in the work
13. One page summary of the scientific and technical elements in the work done during the financial year
14. Quantified S&T outputs as per the selected indicators (as annexed)

Signature of the officer reported upon

**Part-B**

**ASSESSMENT BY THE REPORTING AUTHORITY**

1. Accuracy of the S&T work report
  - a. Generally accurate
  - b. Modifications needed (please specify)
2. Scientific merit of the work done  
1-10% 10-33% 33-50% 50-75% Bottom 25%
3. Short summary of the innovative content of the work done
4. General assessment of the scientific work report (in brief)
5. Final grading  
1-10% 10-33% 33-50% 50-75% Bottom 25%

Signature of the Reporting Officer

**Part-C**  
**INTERNAL PEER GROUP REVIEW REPORT**

1. Grading of the S&T content of work reported

2. Specific Innovation elements recognized

- a)
- b)
- c)

3. Relative Assessment of the work reported vis-vis Peers in the area

Top 10% 10-33% 33-50% 50-75% Bottom 25%

4. Assessment of the work done during the residency period

5. Specific highlights of the S&T content of the work done

6. Overall grading of the S&T work report for the residency period

Top 10% 10-33% 33-50% 50-75% Bottom 25%

Signatures of the Members of the Peer Group



Annexure  
(to Annual Work Report)

1. Lectures delivered in universities/seminars/ industry meets
  - a. Enrolled
  - b. Invited
2. Books edited or written
3. Research publications
4. State-of-the Art Reports prepared on the subject handled or otherwise
5. Annual reports prepared
6. Internal reports generated
7. New S&T areas/ gaps identified for enlarging the scope of the existing schemes
8. New S&T identified and nurtured and S&T inputs added to ongoing schemes
9. Data bases prepared for scientific handling of the projects
10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country
11. Identification of New Areas for demonstration of technologies and follow-up
12. Project Monitoring Parameters evolved and deployed
13. Technology intelligence/ assessment report prepared for S&T
14. S&T inputs provided to inter-Ministerial discussions in various committees
15. Number of projects scientifically evaluated for closure during the year

16. Networked Programmes initiated (please give numbers and salient features of your contribution)

- a. Between lab to lab
- b. Lab and industry
- c. Bilateral
- d. Multilateral

17. Policies/ Bills prepared during the year

18. Awards/ Membership of Institutions/ Academies

19. Others (please specify)

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