

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)**  
**National Institute of Electronics and Information Technology (NIELIT)**  
**(An ISO/IEC 27001:2022 Certified Organisation)**  
 इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
 Ministry of Electronics and Information Technology, Government of India

NHQ-13015/1/2025-NIELIT/ 182

 Dated: 20<sup>th</sup> Mar, 2025

**OFFICE MEMORANDUM**

Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2024.

All officers/officials of NIELIT are required to fill their APAR forms in Online mode with self appraisal for the year 2024, which will be available w.e.f 20<sup>th</sup> March, 2025. The officers/officials will be able to fill online APAR forms by logging onto the APAR portal using their unique ID and password assessing the link : <https://apar.nielit.in/index> . The following timelines for completion of Online APAR forms are to be followed across all NIELIT for the year 2024 :

Calendar for completion of e-APAR		
Sr. No.	Activity	Date
	Calendar Year (APAR)	2024
1	APAR forms can be assessed by the employees in APAR Portal	20 <sup>th</sup> Mar 2025
2	Edit/correction request/selection of reporting/reviewing officers and approval by the Local Admin	01 <sup>st</sup> April 2025
3	Submission of Self-appraisal to reporting officer by officer to be reported upon	10 <sup>th</sup> April 2025
4	Submission of report by reporting officer to reviewing officer	20 <sup>th</sup> April 2025
5	Report to be completed by Reviewing officer and to be sent to administration	30 <sup>th</sup> April 2025
6	Disclosure to the officer reported upon where there is no accepting authority	10 <sup>th</sup> May 2025
7	Receipt of representations on APAR, if any, from the employee concerned	25 <sup>th</sup> May 2025
8	Forwarding of representation to the competent authority	01 <sup>st</sup> June 2025
9	Disposal of representation by the competent authority	31 <sup>st</sup> July 2024 (within one month from the date of receipt representation)
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> July 2025
11	End of entire APAR process, after which the APAR will be finally taken on record	

2. All the employees are therefore advised to scrupulously adhere to the above timelines for filling of Online APAR forms as per the role/ capacity of each employee as Nodal Officer/Officer reported upon/Reporting Officer/ Reviewing Officer etc.

P.T.O

3. All the Executive Director/ Director/ Director In-Charge are requested to ensure wide circulation of the aforesaid instructions in the NIELIT Centre their control for due compliance. Please note that any delay in initiation of the APAR forms i.e. writing self appraisal / forwarding of APAR to the next level shall further delay the process of completion of APARs within the prescribed time schedule, therefore it is to be timely adhered.

4. In case of any technical issue while implementing the above, Nodal admin shall contact Shri Vikas Mittal, Scientist 'D', NIELIT HQs ([vikas@nielit.gov.in](mailto:vikas@nielit.gov.in)) and for any administrative query, Nodal admin shall contact Shri Abhinav Rastogi, Administrative Officer, NIELIT HQs ([abhinav.r@nielit.gov.in](mailto:abhinav.r@nielit.gov.in)).

5. This issues with the approval of the competent authority.

  
Nishant Tripathi  
[Joint Registrar]

To:

1. All Head of NIELIT Centres/ Extension Centers :- *For necessary action and circulation among employees.*
2. All employees at HQs
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.

Copy for kind information to:

- SO to DG, NIELIT Headquarters

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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 :	बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंदपुर, डिब्रूगढ़, दीमापुर, ईस्ट दिल्ली, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, सेनापति, सिलचर, साउथ वेस्ट दिल्ली, तेजु, तेजपुर, और तुरा
Centres :	Agartala, 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 Centres :	Bikaner, Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, East Delhi, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow, Lunglei, Mandi, Majuli, Muzaffarpur, Noida, Pali, Pasighat, Senapati, Silchar, South West Delhi, Tezu, Tezpur and Tura