

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

NHQ-13015/3/2024-NIELIT/ 258

Dated: 20<sup>th</sup> Mar, 2024

**CIRCULAR**

Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2023.


All officers/officials of NIELIT are required to fill their APAR forms in Online mode with self appraisal for the year 2023, which will be available w.e.f 22<sup>nd</sup> March, 2024. 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 2023 :

Calendar for completion of e-APAR		
Sr. No.	Activity	Date by the activity to be completed
	Calendar Year (APAR)	2023
1	APAR forms can be assessed by the employees in APAR Portal	22 <sup>nd</sup> March 2024
2	Edit/correction request and approval by the Local Admin	31 <sup>st</sup> March 2024
3	Submission of Self-appraisal to reporting officer by officer to be reported upon	10 <sup>th</sup> April 2024
4	Submission of report by reporting officer to reviewing officer	20 <sup>th</sup> April 2024
5	Report to be completed by Reviewing officer and to be sent to administration	30 <sup>th</sup> April 2024
6	Disclosure to the officer reported upon where there is no accepting authority	10 <sup>th</sup> May 2024
7	Receipt of representations on APAR, if any, from the employee concerned	25 <sup>th</sup> May 2024
8	Forwarding of representation to the competent authority	01 <sup>st</sup> June 2024
9	Disposal of representation by the competent authority	01 <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 2024
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, any of the employee is not maintaining the timeline indicated above, the APAR form will automatically shift to the next authority in the hierarchy.
5. 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) , Ph. No: 011-25308300 Ext-404) and for any administrative query, Nodal admin shall contact Shri Rishabh Kumar, Assistant Director (Admin), NIELIT HQs ([rishabh@nielit.gov.in](mailto:rishabh@nielit.gov.in)).
6. This issues with the approval of the competent authority.

  
Rajneesh Kumar Asthana  
[Registrar]

To:

1. All Head of NIELIT Centres/ Extension Centers :- *For necessary action and circulation among the 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 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 : बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली  
मुजफ्फरपुर, पाली, पासिघाट, सेनापति, सिलचर, तेजू, तेजपुर, और तुरा

Centres: Agartala, Aizawl, 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: Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow  
Lunglei, Mandi, Majuli, Muzzafarpur, Pali, Pasighat, Senapati, Silchar, Tezu, Tezpur and Tura