

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-Part(1)/966

Dated: 30th Nov, 2023

OFFICE MEMORANDUM

Due to technical/administrative reasons, the Online APAR Portal was deactivated, which has now been activated as per the following timelines for filling up of APAR forms for the year 2022:

Calendar for completion of e-APAR		
Sr. No.	Activity	Date
	Calendar Year (APAR)	2022
1	APAR forms can be assessed by the employees in APAR Portal	01 st Dec 2023
2	Submission of Self-appraisal to reporting officer by officer to be reported upon	15 th Dec 2023
3	Submission of report by reporting officer to reviewing officer	24 th Dec 2023
4	Report to be completed by Reviewing officer and to be sent to administration	31 st Dec 2023
5	Disclosure to the officer reported upon where there is no accepting authority	10 th Jan 2024
6	Receipt of representations on APAR, if any, from the employee concerned	17 th Jan 2024
7	Forwarding of representation by the competent authority	24 th Jan 2024
8	Disposal of representation by the competent authority	31 st Jan 2024
9	Communication of the decision of the competent authority on the representation by the APAR Cell	07 th Feb 2024
10	End of entire APAR process, after which the APAR will be finally taken on record	14 th Feb 2024

2. 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.

3. The earlier Office Memorandum I-18015/1/2021-IT/232 dated 05th April, 2023 stands amended to the above extent only.

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

for 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