

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 एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

No.DOEACC/CCU/MIS/59/2010 | 293

March 26, 2014

OFFICE MEMORANDUM

Sub:- Maintenance and preparation of Annual Performance Appraisal Reports – communication of all entries for fairness and transparency in public administration

The need has been emphasized from time to time to complete the Annual Confidential Reports (ACRs/APARs) of all the classes of employees in time for smooth consideration of cases pertaining to confirmation and promotion under MFCS/POPs. Government of India has also been issuing guidelines / instructions from time to time for timely preparation and proper maintenance of ACRs (now APAR). DoPT vide their O.M. No.21011/02/2009-Estt.(A) dated 16th February, 2009 had issued directions in this regard which have already been circulated to all Centres of NIELIT.

2. Further, vide DoPT O.M. dated 14th May, 2009, circulated to all NIELIT Centres on 2nd November, 2010, it has been clearly mentioned that full APAR including overall grading and assessment of integrity shall be communicated to the concerned officer after the Report is complete with remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. The Concerned Officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of 15 days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the Officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that incase no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make and the APAR will be treated as final.

3. The representation against adverse remarks will lie to the authority immediately superior to the countersigning authority, if any, or to the Reporting Officer. If the immediate superior had already reviewed the APAR in question and also expressed his view, either agreeing or disagreeing with the adverse remarks recorded and accepted by the countersigning authority in that event the representation lies to the next higher authority. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

4. In this connection, it is mentioned that on scrutiny of the APARs in respect of various Officers working in NIELIT Centres, it has been observed that entries in the APARs including the overall grade and assessment of integrity have not been communicated to them which is against the rules, resulting in avoidable delay in processing the cases pertaining to promotion, confirmation etc.

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5. In view of the above, it is requested to ensure that the above instructions are complied with scrupulously. It may also be ensured that the pending cases relating to communication of entries alongwith overall grade etc. in the APARs upto the Year 2012 are completed in all respects strictly in accordance with the instructions issued by DoPT from time to time. The Centres are, therefore, requested to ensure the above and submit a compliance report by 31st March, 2014. The APARs of the year 2013 and subsequent years shall be completed within the stipulated time as enumerated above.



(B.N. Choudhury)

Addl. Director (P&A) and Registrar

To

- 1) Directors/Director-Incharge, all NIELIT Centres
- 2) HOWs, NIELIT, New Delhi

Copy to: PS to Managing Director, NIELIT