

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

Ref No. 60(8)2016-NIELIT-HQ/89

Dated: March 28, 2016

OFFICE MEMORANDUM

This is in continuation to the earlier Office Memorandum Ref No 1(17)2015-NIELIT/860 Dated August 05, 2015 regarding the filling up of Monthly Appraisal Report by all employees of NIELIT and also discussion held in the Directors meet held on 29th Jan, 2016. A web portal has been developed by NIELIT HQ to fill the Monthly Appraisal Report online.

2. This portal aims to bring the self motivation amongst the NIELIT employees for the better output, to facilitate the employees for self monitoring of their contribution and to provide a mechanism for timely and easy submission of Annual Performance Appraisal Report (APAR) at the end of the calendar year.
3. It is also pertinent to mention here that except the employee no one can access the contents of his/her own filled-in Monthly Appraisal Report. In case of NIELIT HQ, the Reporting Officer and in case of NIELIT Centre(s), Director/Director-Incharge can only view the status of submission or due of Monthly Appraisal Report. Further, the Registrar and Director/Director-Incharge can send the auto reminder email to the concerned employee in case of non submission of Monthly Appraisal Report on the portal by 7th of every month. The repeated reminders towards non submission of Monthly Appraisal Report may invite supervisory action against the concerned employee accordingly.
4. The url of the online portal for the submission of Monthly Appraisal Report is www.etransfer.nielit.gov.in:8080, wherein the employee has to follow the below mentioned steps for the submission of Monthly Appraisal Report :

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

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Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110 003

दूरभाष / Telephones - 011-24363330-1-2, 24366577-79-80 फ़ैक्स/Fax - 011-24363335, 24363937

वेबसाइट/Website - www.nielit.in

- a) Open the web portal using url www.etransfer.nielit.gov.in:8080
- b) Enter the official email id created on nielit.gov.in domain (For ex. vikas@nielit.gov.in) and then **"Generate the OTP"**. An email having the OTP will be received into the official email account of the user.
- c) Login with the credentials i.e. email id as username and OTP as password.
- d) After the successful login, the employee needs to click on "Monthly Appraisal Portal". For the first time login, the employee has to submit his/her basic details on the portal and then proceed further for the submission of Monthly Appraisal Report. The monthly appraisal report once submitted cannot be moderated later on. The employee can only view his/her own filled in report.
- e) The employee can fill the Monthly Appraisal Report for the following cases:
 - I. For immediate previous month, after the end of current month only.
 - II. The employee has to fill the pending Monthly Appraisal Report, if any, otherwise system will not allow to fill the latest due Monthly Appraisal Report.
- f) An additional dashboard will be available in the login of Director/Director-Incharge and Registrar in order to view the status of submitted and pending monthly appraisal report and sending the auto reminder email to the concerned employee in case of non submission of Monthly Appraisal Report on the portal by 7th of every month.


(Janak Raj)
Registrar

1. All Centre Directors/Director-Incharge
 2. All HOW, NIELIT HQs
 3. Office Order File/Guard File
 4. IT Wing – for updation on NIELIT website
- } applicable from
1st April 2016.

Copy also for information to:
TSO/PS to Director General, NIELIT HQ.