

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.) National Institute of Electronics and Information Technology (NIELIT) (पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

कोलकाता Kolkata

NIELIT/Kol/Admn/APAR_AWR/2020/734

Dated: 01/01/2020

OFFICE MEMORANDUM

Sub: Communication of APAR / AWR - reg.

In pursuance with the system of communication of Annual Performance Assessment Report (APAR), the full APAR for the year 2019 including the overall Grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the Remarks of the Reviewing Officer

2. The concerned officer shall be given an opportunity to make any representation against the entries and final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observation contained in the report leading to assessment of the officer in terms of attributes, work output etc. In case no representation is received by the Office within the fifteen days from the date of disclosure, it shall be deemed that he/she has no representation to make and the APAR shall be treated as final.

Time schedule for preparation / completion of APAR as per table given below		
SI. No.	Activity	Last date
1	Collection of blank APAR forms by all concerned (i.e. to Officer to be reported upon where self-appraisal has to be given) from Administration (Room No. 205)	03.01.2020
2	Submission of self-appraisal to Reporting Officer by Officer to be reported upon	17.01.2020
3	Submission of report by Reporting Officer to Administration for scrutiny	20.02.2020
4	Submission of APAR to Reviewing Officer after scrutiny	20.03,2020
5	Report to be completed by Reviewing Officer and to be sent to Administration.	30.04.2020
6	Disclosure to the officer reported upon (duly reviewed APAR to be collected by concerned employees from Administration - Room No.205)	29.05.2020
7	Receipt of employees representations on APAR, if any	15 days from the date of receipt of communication
8	Forwarding of representations to the competent Authority	21.06.2020
9	Disposal of representation by the competent authority	Within One Month from the date of receipt of representation
10	Communication of the decision of the competent authority on the representation by the APAR Cell	14.08.2020
11	End of entire APAR process after which the APAR will be finally taken on record	31.08.2020

3. Further, the concerned Group – 'A' and Group – 'B' Officers / officials are requested to submit their filled in Annual Property Return format for the year 2019 with their APARs.

(A, Das)

Addl. Director (F&A)

To: i) All employees of the Centre for information and compliance

Copy to:

I. Director's Office

II. File

III. Shri K. Baital, Sc-C for uploading in website

पता Address दुरभाष/ Phone : यादवपुर विश्वविद्यालय परिसर, कोलकाता - 700 032, भारत : Jadavpur University Campus, Kolkata - 700 032, India

दुरभाष/ Phone : 91-33-24146081 / 6054 फेक्स / Fax : 91-33-24146549 // ई-मेल/ E-mail : dir-kolkata@nielit.gov.in

वेबसाइट / Website : www.nielit.gov.in/kolkata

मुखालय ः इलेक्ट्रॅनिक्स निकेतन, 6 सीजीओ काम्पलेक्स, लोधी रोड, नई दिल्ली - 110 003 HQ Address : Electronics Niketan, 6 CGO, Lodhi Road, New Delhi - 110 003

दुरभाष / Telephone : 91-11-2436 3330 with 6 lines

फेक्स / Fax : 91-11-2436 3335 // ई-मेल / E-mail : contact@nielit.gov.in

वेबसाइट / Website: www.nielit.gov.in/kolkata