

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. 1(17)/2015-NIELIT/860

August 05, 2015

OFFICE MEMORANDUM

The issue of putting in place a system for bringing in self motivation amongst the NIELIT employees for better output, to facilitate the employees for self monitoring of their contribution and to provide a mechanism for easy writing of Self Appraisal in the APAR at the end of year has been attracting the attention of the Competent Authority for a long time.

2 After careful consideration of the issue, it has been decided with the approval of Competent Authority to introduce a system of submission of Monthly Appraisal Report by all employees in NIELIT. Under the system each employee shall be required to submit the Monthly Appraisal Report for every month or part thereof in the Proforma enclosed (Annexure I for S&T employees and Annexure II for non-S&T employees) to his/her Reporting Officer latest by 5<sup>th</sup> day of the following month. There may be more than one Monthly Appraisals in case of a particular employee in case of mid-month posting, transfer, etc. However, a period of 7 days or less may be ignored for the purpose of submission of Monthly Appraisal.

3 All employees shall get their Monthly Appraisal Report signed by their Reporting Officer, retain the same in their own records and shall provide the same against demand from a responsible Officer of NIELIT. The Reporting Officers shall ensure that all the employees reporting to him/her submit the Monthly Appraisal Report each month and he/she himself/herself also completes the same by going through each Monthly Appraisal and append his/her signatures with his remarks. In case the Reporting Officer does not agree with the entries made by the employee, he/she shall ask the employee to make necessary changes and then append his signatures. Reporting Officer may keep a record of the employee(s) who fail to fill the Monthly Appraisal Report even after 15<sup>th</sup> of following month.

  
(Janak Raj)  
Registrar

1. All Centre Directors/Director-in-Charge } applicable with immediate effect i.e
2. All HOW, NIELIT HQs } from 01.08.2015
3. Office Order File /Guard File
4. IT Wing - for updation on NIELIT website

Copy also for information to:

TSO/PS to Managing Director, NIELIT HQs

*Pl. circulate amongst all staff of  
10 seen  
6/8/15*

*SACPL Distributors thru Announcements  
and it may be done  
6/8/15*

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

An Autonomous Scientific Society under DeitY

इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110 003  
Electronics Niketen, 6 CGO Complex, Lodhi Road, New Delhi - 110 003

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

वेबसाइट/Website - www.nielit.in

**National Institute of Electronics and Information Technology (NIELIT)**  
(For internal use by employee)

**PROFORMA**

Monthly Performance Appraisal Report (MPAR) for Non - Technical employees in NIELIT

1. Period (month) of Report: 2. Employee Code No.:
3. 3.1 Name of the Officer:  
3.2 Designation of the Officer:  
3.3 Date of appointment in the present grade:
4. Name of the Officer Reporting to:
5. Name of the NIELIT Centre where working:
6. Brief description of duties assigned:
7. Specify targets/ objectives/ goals undertaken/ assigned and achieved thereof by you during the month.

Target/ Objectives/ Goals undertaken/ assigned	Achievements

8. Significant achievements in the assigned work and your contributions in it.
9. Indicate details of work, other than regular work assigned during the month and status of accomplishment.

*Date of Submission of Report*

Signature of the officer reported upon

**Remarks of the Reporting Officer**

**Signature of the Reporting Officer**

# National Institute of Electronics and Information Technology (NIELIT)

(For internal use by employee)

## PROFORMA

Monthly Performance Appraisal Report (MPAR) for Scientific and Technical employees in NIELIT

1. Period (month) of Report: 2. Employee Code No.:
3. 3.1 Name of the Officer:  
3.2 Designation of the Officer:  
3.3 Date of appointment in the present grade:  
3.4 Name of the Officer Reporting to:
4. Name of the NIELIT Centre where working:
5. Brief description of duties assigned:

6. Specify targets/ objectives/ goals undertaken/ assigned and achieved thereof by you during the month.

Target/ Objectives/ Goals undertaken/ assigned	Achievements

7. Summary of quantitative/ physical achievements for the assigned activity during the month:
8. Innovative contents of work done during the month:

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9. Major scientific work undertaken during the month:

10. Significant contributions and professional achievements during the month:

11. Any other activity assigned during the month and its status of accomplishment:
12. Brief of any hardship/ impediment faced and suggestion to remove it:
13. Any other important information which needs to be brought out.

Signature of the officer reported upon

*Date of Submission of Report*

**Remarks of the Reporting Officer**

**Signature of the Reporting Officer**

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