

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 /823

August 11, 2015

CORRIGENDUM

In continuation to the Office Memorandum of even no. dated 05.08.2015, the existing contents in paragraph 3 of the said OM may be treated as having been replaced by the following:

"3. All employees shall submit a copy of Monthly Appraisal Report to their respective Reporting Officer. The Reporting Officers shall ensure that all the employees reporting to him/her submit the Monthly Appraisal Report each month. Reporting Officer may keep a record of the employee(s) who fail to fill the Monthly Appraisal Report even after 15th of following month".

2 The said OM stands modified to the extent indicated above.

3 This issues with the approval of the Competent Authority.


(Janak Raj)
Registrar

- | | | |
|---|--|---|
| 1 | All Centre Directors/Director-in-Charge | } applicable with immediate effect i.e
from 01.08.2015 |
| 2 | All HOW, NIELIT HQs | |
| 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

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:
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

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