

**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

1(85) 2015-NIELIT/1642

18<sup>th</sup> December 2015

**OFFICE ORDER**

The Competent Authority has desired to introduce the Departmental Promotion Committee (DPC) Calendar in NIELIT so that it can be followed in all the Centers of NIELIT and an uniformity in giving the opportunity to all the eligible employees could be achieved.

To implement the above, the following DPC Calendar is being introduced for all NIELIT Centers. It is further directed to all NIELIT Centers to follow the schedule/time lines, given in the DPC Calendar. It may also be appropriate to mention that the cut-off dates with regard to completion of APARs as given in the below table would be applicable in case of the employees who have completed the prescribed residency in their respective grades for promotion.

DPC Calendar		
Sr. No.	Activity	Date by which action to be completed
1.	Drawing of list of employees becoming eligible for promotion as on 1 <sup>st</sup> January of the year	Preceding 25 <sup>th</sup> December
2.	Distribution of blank APAR forms to all concerned	31 <sup>st</sup> December
3.	Communication of the above list to all concerned, i.e. DG in case of HQ and Directors/Directors-in-charge in case of Centres	Preceding 31 <sup>st</sup> December
4.	Submission of Self Appraisal to Reporting Officer by the officer to be reported upon	15 <sup>th</sup> January
5.	Completion by Reporting Officer of APARs of the employees included in the list indicated at Sr.No.1 above.	Prospective 31 <sup>st</sup> January
6.	Completion by Reviewing Officer and submission of the same to Administration	15 <sup>th</sup> February
7.	Communication of APAR to the employees concerned	2 <sup>nd</sup> March
8.	Receipt of employee's Representations on APAR, if any	17 <sup>th</sup> March (within 15 days from the date of receipt of communication)
9.	Disposal / settlement of representations	17 <sup>th</sup> April (within one month from the date of receipt of representation)
10.	Forwarding of complete set of APARs and AWRs for the entire residency period to HQs for Grade 'A' officers (including those whose representations have been received and settled) (All APAR dossiers should be sent in one go)	20 <sup>th</sup> April

P.T.O

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

An Autonomous Scientific Society under DeitY

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11	Constitution of Screening Committee and Selection Committee	30 <sup>th</sup> April
12.	Completion of processing by Screening Committee in case of non-S&T and Level-I Committee in case of S&T officers	15 <sup>th</sup> May
13.	Completion of Interviews in case of non-S&T and below Group 'A' S&T employees and process by Level-II Committee in case of Group 'A' S&T	31 <sup>st</sup> May
14.	Constitution of Level III (DPRC) in case of Grade 'A' S&T employees officers from Scientist 'E' to 'F' and Scientist 'F' to 'G'	5 <sup>th</sup> June
15.	Issue of promotion orders in respect of non-S&T and below Group 'A' S&T employees and Group 'A' S&T employees upto Scientist 'E'	5 <sup>th</sup> June
16.	Completion of process by level-III (DPRC) in case of Group 'A' S&T officers Scientist 'E' to Scientist 'G'	25 <sup>th</sup> June
17.	Issue of Promotion orders in respect of S&T officers for promotion form 'E' to 'F' and 'F' to 'G'	25 <sup>th</sup> July

This issued with the approval of the Competent Authority.

  
(Janak Raj)  
Registrar

Copy to:

1. All NIELIT Centers/ Extension Centers
2. All HoWs at HQ.
3. IT infrastructure branch – *with a request to update the website accordingly.*
4. Hindi section, NIELIT headquarters – *with a request to issue Hindi version.*
5. Guard file.

CC for information to:

TSO and PS to DG, NIELIT Headquarter