

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
(NIELIT) CHANDIGARH ROPAR CAMPUS**

NIELIT/CH/ADMN-25/2020/11281


12<sup>th</sup> February, 2020

**OFFICE ORDER**

All the employees of NIELIT Chandigarh and Kurukshetra are requested to submit their self-appraised APAR for the year ending 31<sup>st</sup> December, 2019 to their Reporting Officers latest by 15<sup>th</sup> February, 2020 so that their performance may be assessed timely by their Reporting Officers for onward submission to the respective Reviewing Officers.

Further, all Group 'A' S&T Officers are requested to submit their AWR for the period 01.01.2019 to 31.12.2019 alongwith APARs positively to their Reporting Officer.

Reporting Officers shall also submit the duly reported AWRs of the staff working under them to the Administration Wing, latest by 25<sup>th</sup> February, 2020 .

  
(Susheel Kumar Gabgotra)  
Additional Director (P&A)

**Copy to :**

1. Director's Office
2. Director Incharge, NIELIT Kurukshetra ! Please bring it in the
3. Additional Director(P&A/Technical/Systems) ! notice of staff working under you
4. Financial Controller
5. Joint Directors (Technical/Systems)
6. Vigilance Officer
7. Ms. Suman, Technical Officer-for uploading the office order on website of the Centre
8. Notice Boards