

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 और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
 Ministry of Electronics and Information Technology, Government of India

Ref. No. 1(116)/2016-NIELIT/3174

19th December, 2016

OFFICE ORDER

In order to adherence to the timelines defined in Department Promotion Committee Calendar in NIELIT vide office order No. 1(85)/2015-NIELIT/1642 dated 18.12.2015, and expedite the screening of APARs of eligible below Group 'A' S&T and Non S&T (i.e. for upgradation from GP Rs. 1900/- to GP Rs. 2400/-, GP Rs. 2400/- to GP Rs. 4200/-, GP Rs. 4600/- to GP Rs. 5400/-) covered under Person Oriented Promotion Policy (PoP), the following officers are nominated as representative of NIELIT Headquarters in Screening Committees of NIELIT Centres for the Assessment Year 2017 (i.e. as on 01.01.2017), as per details mentioned against each:

S.No.	Name of the NIELIT Centre(s)	Name of the Officers as representative of NIELIT HQs for Screening Committee
01	<ul style="list-style-type: none"> J&K/Leh, Chandigarh Delhi/Shimla 	Sh. B.N.Choudhury Additional Director (P&A), NIELIT HQs
02	<ul style="list-style-type: none"> Gorakhpur/Lucknow Aurangabad 	Shri A. Das Joint Director (A&F), NIELIT Kolkata Centre
03	<ul style="list-style-type: none"> Ajmer Patna Calicut/Chennai 	Sh. Susheel K. Gabgotra Additional Director (A&F) NIELIT Chandigarh Centre
04	<ul style="list-style-type: none"> Guwahati/Shillong/ Gangtok / Itanagar 	Ms. Kiran Bala Joint Director (Admn.), NIELIT Chandigarh Centre
05	<ul style="list-style-type: none"> Imphal/Agartala/ Aizawl/Kohima 	Sh. Ashok Verma Deputy Director (Admn.), NIELIT Guwahati Centre
06	<ul style="list-style-type: none"> Kolkata/Ranchi 	Shri Shukdev Kaul Deputy Director, NIELIT Srinagar/Jammu Centre

2. Executive Director/Director of the concerned NIELIT Centre, including those assigned with additional charge of the Centre, shall be the Chairman of the Screening Committee, as per PoP policy in NIELIT.

3. This issues with the approval of the Competent Authority.


 (Janak Raj)
 Registrar

To

The concerned officers

Copy to:

- Executive Director / Director/Director-in-charge, NIELIT Centres
- NIELIT's website In-charge, NIELIT HQs – for updating website, please
- Hindi Section, NIELIT HQs – for issuing Hindi version
- Guard File / Office Order File

Copy for information to:

- CVO, NIELIT
- TSO/Sr. PS to DG, NIELIT HQs.

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इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संघार 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

18th 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 st January of the year	Preceding 25 th December
2.	Distribution of blank APAR forms to all concerned	31 st 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 st December
4.	Submission of Self Appraisal to Reporting Officer by the officer to be reported upon	15 th January
5.	Completion by Reporting Officer of APARs of the employees included in the list indicated at Sr.No.1 above.	Prospective 31 st January
6.	Completion by Reviewing Officer and submission of the same to Administration	15 th February
7.	Communication of APAR to the employees concerned	2 nd March
8.	Receipt of employee's Representations on APAR, if any	17 th March (within 15 days from the date of receipt of communication)
9.	Disposal / settlement of representations	17 th 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 th April

P.T.O

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

An Autonomous Scientific Society under DeITY

इलेक्ट्रॉनिक्स निकेतन, 8 सीजीओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110 003

Electronics Niketan, 8 CGO Complex, Lodhi Road, New Delhi-110 003

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वेबसाइट/Website - www.nielit.in

11.	Constitution of Screening Committee and Selection Committee	30 th 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 th 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 st 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 th 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 th June
16.	Completion of process by level-III (DPRC) in case of Group 'A' S&T officers Scientist 'E' to Scientist 'G'	25 th June
17.	Issue of Promotion orders in respect of S&T officers for promotion form 'E' to 'F' and 'F' to 'G'	25 th 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

केन्द्र : अमरतला, आइजॉल, औरंगाबाद, अजमेर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी/तेजपुर, इम्फाल, ईटानगर, कोलकाता, कोहिमा/चुचुयिमलांग, लखनऊ, पटना, शिमला, शिलांग और श्रीनगर/जम्मू में स्थित
Centres at : Agartala, Aizwal, Aurangabad, Ajmer, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati/Tezpur, Imphal, Itanagar, Kolkata, Kohima/Chuchuyimlang, Lucknow, Patna, Shimla, Shillong and Srinagar/Jammu