

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(97)/2016/3221

28<sup>th</sup> December, 2016

**OFFICE ORDER**

In order to implement the new promotion policy introduced by ABC Division, MeitY for all Group 'A' S&T Officers and its organizations vide OM No. 2(11)/2016-Pers-III dated 19/09/2016, termed as "**New Personnel Policy for Group 'A' S&T Officers**", NIELIT has been directed to implement the new policy expeditiously and complete the backlog review promotions up to the year 2016 by the year end. As on date, 79 Group 'A' S&T officers from various NIELIT Centers, including NIELIT Headquarters, are eligible for review promotion under New Personnel Policy for Group 'A' S&T Officers (as well as previous MFCS policy).

2. In order to complete the backlog review promotions cases expeditiously, a Promotion Cell comprising of the following has been constituted under the supervisory control of Registrar, NIELIT:-

- (i) Shri Sanjay Sharma, Addl. Director (Tech.), NIELIT Chandigarh Centre
- (ii) Ms. Ragini, Asst. Director, NIELIT Chandigarh Centre
- (iii) Shri Jaswant Singh, Administrative Officer, NIELIT HQs
- (iv) Shri Anil Singh, Sr. Assistant, NIELIT HQs.

3. The work modalities of the above-mentioned Promotion Cell are enclosed as Annexure 'A'. The members of the Promotion Cell are requested to report in NIELIT Headquarters on immediate basis, but not later than 05/01/2017. The member(s) required to change station shall be deemed to be transfer on tour.

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

  
(Janak Raj)  
Registrar

Encl. as above

To

The concerned officers

Copy to:

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

Copy for information to:

1. CVO, NIELIT
2. TSO/Sr. PS to DG, NIELIT HQs.

**WORK MODALITIES OF THE PROMOTION CELL**

1. As per norms, the assessment of S&T Officer for promotion to the next grade would only be three times and thereafter the Scientist will be covered under MACP scale notified by DoPT according to the provision of that scale. The Scientist who has been granted any grade under MACP can be considered for next grade under this policy according to the eligibility and other provisions of this policy.

2. The promotion cases shall be taken up year-wise starting from assessment year 2011, followed by 2012, 2013 and so on, so that any unfit candidates for a particular assessment year may be carried forward to the next assessment year and so forth until he/she exhausts three chances. For example, say person 'X' holding post of Scientist 'B' is assessed as on 01.01.2011, and he is found unfit for promotion at the end of the entire proceedings, person 'X' may be considered for assessment as on 01.01.2012 and so on.

3. All promotion related activities in respect of **Scientist 'B' and Scientist 'C' shall be dealt by Administrative Officer with assistance of an Sr. Assistant** level official, and all cases of **Scientist 'D' and Scientist 'E' shall be dealt by Additional Director (Tech.) level officer with assistance of Asstt. Director (Admn.) level officer.**

4. A tentative table of activities has been prepared for the assessment year 2011, as under: -

Activities	Timeline
<b>PROCESS FOR SCREENING COMMITTEES</b>	
<b>Step-1:</b> Calling APARs / AWRs /VC/DC from the respective Centre for the assessment year 01.01.2011 for all eligible Group 'A' S&T officers	Two Working Days
<b>Step-2:</b> Seeking nomination for Screening Committees/ Assessment Boards from outside organization(s) as per composition already approved by the Competent Authority for considering review promotion	To be done Simultaneously with activity at Step 1
<b>Step-3:</b> Processing/ compiling the APARs / AWRs /Service particulars upon receipt in Headquarters	As and when received
<b>Step-4:</b> Seeking convenient date and time from Chairman & Members of Screening Committees/ Follow up for nominations from outside organization(s)	To be done Simultaneously with activity at Step 3
<b>Step-5:</b> Seeking Vigilance Clearance from CVO, NIELIT	As soon as pre-processing formalities are complete

Continue Page 2



<p><b>Step-6:</b> After receipt of nomination details from different organization/ institution and completion of other pre-processing formalities: -</p> <p>(i) Put up cases for holding the Screening Committees in respect of Scientist 'B' and Scientist 'C'</p> <p>(ii) Put up cases for holding the Screening Committees in respect of Scientist 'D' and Scientist 'E')</p>	<p>As soon as VC/DC is received from CVO, NIELIT</p>
<p><b>Step-7:</b> Issuance of Meeting Notice to the Chairman &amp; Members of the Screening Committee</p>	<p>After Step 6</p>
<p><b>Step-8:</b> After issue of Meeting Notice: -</p> <p>(i) Preparation of background Note/Minutes/Part-'C' in respect of Scientist 'B' and Scientist 'C'</p> <p>(ii) Preparation of background Note/Minutes/Part-'C' in respect of Scientist 'D' and Scientist 'E'</p>	<p>After Step 7</p>
<p><b>Step-9:</b> Arrangement of Honorarium for Chairman &amp; Members of Committee</p>	<p>As per schedule of Screening Committee</p>
<p><b>Step-1: Seeking approval for convening meeting of Assessment Board: -</b></p> <p>(i) Put up cases for holding the Assessment Board in respect of Scientist 'B' and Scientist 'C'</p> <p>(ii) Put up cases for holding the Screening Committees in respect of Scientist 'D' and Scientist 'E')</p>	<p>After receipt of minutes of the Screening Committee</p>
<p><b>Step-2:</b> Seeking convenient date and time from Chairman &amp; Members of Assessment Boards</p>	<p>After receipt of approval of CA in Step 1</p>
<p><b>Step-3:</b> Issuance of Meeting Notice to the Chairman &amp; Members of the Assessment Boards</p>	<p>After finalization of meeting date</p>
<p><b>Step-4:</b> Calling eligible candidates to appear before the Assessment Board</p>	<p>After finalization of meeting date</p>
<p><b>Step-5:</b> After issue of Meeting Notice: -</p> <p>(i) Preparation of background Note/Minutes/Part-'C' in respect of Scientist 'B' and Scientist 'C'</p> <p>(ii) Preparation of background Note/Minutes/Part-'C' in respect of Scientist 'D' and Scientist 'E'</p>	<p>In preparation of the meeting of the Assessment Board</p>
<p><b>Step-6:</b> Arrangement of Payment of Honorarium to Chairman &amp; Members of Assessment Board</p>	<p>As per schedule of meeting of Assessment Board</p>

Continue Page 3



<b>Step-7:</b> (i) Put up recommendations of the Assessment Boards for approval in respect of Scientist 'B' and Scientist 'C'  (ii) Put up recommendations of the Assessment Boards for approval in respect of Scientist 'D' and Scientist 'E'	After receipt of recommendations of the Assessment Board
<b>Step 8: Solicit VC/DC from CVO</b>	Before Issuing Promotion order
<b>Step-9: Issue of Promotion orders</b>	After approval of CA is received

2