

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

No. 1(03)/2016-NIELIT/1473

3<sup>rd</sup> August, 2017

OFFICE MEMORANDUM

**Sub: Submission of Annual Performance Appraisal Report (APAR)-regarding**

As all concerned may be aware that Dr. Ashwini Kumar Sharma, Director General, NIELIT has completed his tenure w.e.f. 4<sup>th</sup> August, 2017 and would therefore, be leaving NIELIT. In order to ensure timely completion of APARs in respect of the NIELIT Employees where he is the Reporting/ Reviewing Officer, the concerned Employees of all NIELIT Centres/Headquarters would be required to submit their APARs for the period from 01.01.2017 to 04.08.2017 at the earliest.

2. Accordingly, all concerned, in whose case Director General, NIELIT is the Reporting/ Reviewing Officer, are requested to submit their APARs (Self Appraisal) of the same duly filled in for the period from 01.01.2017 to 04.08.2017 to this Office latest by 4<sup>th</sup> August, 2017 for further necessary action at HQs.

3. Timely compliance is expected from all the concerned.



(Janak Raj)  
Registrar

To

- 1) The Executive Directors/ Directors/Director-incharge  
All NIELIT Centres
- 2) Concerned Employees of NIELIT Headquarters
- 3) IT Infrastructure Branch-with a request to update the website accordingly
- 4) Notice Board, NIELIT(HQs)

Copy to: Director General, NIELIT