

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

Ministry of Electronics and Information Technology, Government of India

NHQ-13015/3/2024-NIELIT/1094

25/11/2024

CIRCULAR

Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2023.

All employees of NIELIT are required to fill APAR forms through NIELIT APAR website. The employee shall fill APAR form by logging onto the APAR portal using their unique Id and password. The following mentioned timelines for completion of Online APAR forms are to be followed across all NIELIT for the year 2023:

Calendar for completion of e-APAR (Revised Dates)		
S.No.	Activity	Date by the activity to be completed
	Calendar Year (APAR)	2023
1.	APAR forms can be assessed by the employees in APAR Portal	2nd December, 2024
2.	Edit/correction request and approval by the Local Admin	2nd December, 2024
3.	Submission of Self-appraisal to Reporting Officer by Officer to be reported upon	2nd December, 2024
4.	Submission of report by reporting officer to Reviewing Officer	09th December 2024
5.	Report to be completed by Reviewing officer and to be sent to administration	16th December 2024

2. All employees are, therefore, advised to scrupulously adhere to the above timelines for filling of APAR forms as per the role / capacity of individual employee i.e., Nodal Officer / Officer reported upon / Reporting Officer / Reviewing Officer, etc.

3. All Executive Director / Director / Director In-Charge are requested to ensure wide circulation of the aforesaid instructions in the NIELIT Centre their control for due compliance. Please note that any delay in initiation of the APAR forms i.e. writing self-appraisal, forwarding of APAR to reporting officer / reviewing officer further delays the process of completion of APAR forms within the prescribed time, therefore it is to be timely adhered.


4. In case, employees not complying with mentioned timelines, the APAR form will automatically shift to the next authority in the hierarchy.

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5. In case of any technical issue, local admin at different NIELIT (extension) Centres may contact Mr. Vikas Mittal, Scientist 'D', NIELIT HQs (vikas@nielit.gov.in) and for any administrative query, Nodal admin may contact Mr. Rishabh Kumar, Assistant Director (Admin), NIELIT HQs (rishabh@nielit.gov.in).

6. This issues with the approval of the competent authority.


25/11/2024
Dr. S.K. Dhurandher
[Executive Director]

To,

1. All Head of NIELIT Centres / Extension Centers: - *For necessary action and circulation among the employees.*
2. All employees at HQs
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.

Copy for kind information to:

1. SO to DG, NIELIT Headquarter

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची, रोपड़, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, ईस्ट दिल्ली, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंग्लेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, सेनापति, सिलचर, साउथ वेस्ट दिल्ली, तेज, तेजपुर और तुरा
Centres:	Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar
Extension Centres:	Bikaner, Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, East Delhi, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow, Lunglei, Mandi, Majuli, Muzaffarpur, Noida, Pali, Pasighat, Senapati, Silchar, South West Delhi, Tezu, Tezpur and Tura