

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO/IEC 27001:2022 Certified Organisation)
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

NHQ-13015/1/2025-NIELIT/(3154210)/537

Dated: 14th August, 2025

OFFICE MEMORANDUM

Sub:- Revised timelines for filling of Annual Performance Appraisal Report (APAR) in Online mode for the year 2024.

All officers/officials of NIELIT are required to fill their APAR forms in online mode for the year 2024, as per the revised timelines as mentioned in table below. The officers/officials will be able to fill online APAR forms by logging onto the APAR portal using their unique ID and password assessing the link : <https://apar.nielit.in/index> . The following timelines for completion of Online APAR forms are to be followed across all NIELIT for the year 2024 :


Calendar for completion of e-APAR (Revised Timelines)		
Sr. No.	Activity	Date by the activity to be completed
1	Calendar Year APAR	2024
2	APAR forms can be assessed by the employees in the APAR Portal	20 th March 2025
3	Edit/correction request and approval by the Local Admin	29 th August 2025
4	Submission of Self-appraisal to the reporting officer by the officer to be reported upon	09 th September 2025
5	Submission of the report by the reporting officer to the reviewing officer	18 th September 2025
6	Report to be completed by the Reviewing officer and to be sent to the administration	29 th September 2025
7	Disclosure to the officer reported upon where there is no accepting authority	08 th October 2025
8	Receipt of representations on APAR, if any, from the employee concerned	22 th October 2025
9	Forwarding of representation to the competent authority	07 th November 2025
10	Disposal of representation by the competent authority	05 th December 2025 (within one month from the date of receipt representation)
11	Communication of the decision of the competent authority on the representation by the APAR Cell	22 th December 2025
12	End of the entire APAR process, after which the APAR will be finally taken on record	

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

3. All the 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 the next level shall further delay the process of completion of APARs within the prescribed time schedule, therefore it is to be timely adhered.

4. In case of any technical issue while implementing the above, Nodal admin shall contact Shri Vikas Mittal, Scientist 'D', NIELIT HQs (vikas@nielit.gov.in) and for any administrative query, Nodal admin shall contact Shri Abhinav Rastogi, Administrative Officer, NIELIT HQs (abhinav.r@nielit.gov.in).

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


(Dr. S.K. Dhurandher)
Registrar

To:

1. All Head of NIELIT Centres/ Extension Centers :- *For necessary action and circulation among 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:

- SO to DG, NIELIT Headquarters

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, चुराचंदपुर, डिब्रूगढ़, दीमापुर, ईस्ट दिल्ली, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, सेनापति, सिलचर, साउथ वेस्ट दिल्ली, तेजू, तेजपुर, और तुरा
Centres :	Agartala, Aizwal, 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