

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-13015/1/2025-NIELIT/(3154210)/ 7/5

13th October, 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, accessing 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	21 st October 2025
4	Submission of Self-appraisal to the reporting officer by the officer to be reported upon	28 th October 2025
5	Submission of the report by the reporting officer to the reviewing officer	04 th November 2025
6	Report to be completed by the Reviewing officer and to be sent to the administration	12 th November 2025
7	Disclosure to the officer reported upon where there is no accepting authority	20 th November 2025
8	Receipt of representations on APAR, if any, from the employee concerned	05 th December 2025
9	Forwarding of representation to the competent authority	08 th December 2025
10	Disposal of representation by the competent authority	15 th December 2025
11	Communication of the decision of the competent authority on the representation by the APAR Cell	22 nd December 2025
12	End of the entire APAR process, after which the APAR will be finally taken on record	

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एक कदम स्वच्छता की ओर

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India
नाइलिट भवन, प्लॉट नं. 3, पीएसपी पॉकेट, इंस्टीट्यूशनल एरिया, सेक्टर-8, द्वारका, नई दिल्ली - 110077
NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110077

दूरभाष / Telephones : 011-44446777 (770-799)
वेबसाइट / Website: www.nielit.gov.in



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 under 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

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केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, चित्रदुर्ग, दमन, दिल्ली, गंगटोक, गोरखपुर गुवाहाटी, हरिद्वार, हैदराबाद, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची, रोपड़, शिमला, शिलांग, श्रीनगर और तिरुपति
विस्तार केन्द्र :	बालासोर, बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंदपुर, डिब्रूगढ़, दीमापुर, पूर्वी दिल्ली (कड़कड़डूमा), जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, पीलीभीत, सेनापति, सिलचर, नॉर्थ दिल्ली (इंद्रलोक), तेजू, तेजपुर और तुरा
Centres:	Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Chitradurga, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong, Srinagar and Tirupati
Extension Centres:	Balasore, Bikaner, Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, East Delhi (Karkardooma), Jammu, Jorhat, Kargil, Kokrajhar, Lucknow, Lunglei, Mandi, Majuli, Muzaffarpur, Noida, Pali, Pasighat, Pilibhit, Senapati, Silchar, North Delhi (Inderlok), Tezu, Tezpur and Tura