

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-13015/1/2026-NIELIT/1255

Dated: 21st May, 2026

OFFICE MEMORANDUM

Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2025.

All officers/officials of NIELIT are required to fill their APAR forms in online mode for the year 2025, which have been available w.e.f 09th March, 2026. 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 revised timelines for completion of Online APAR forms are to be followed across all NIELIT for the year 2025 :

Calendar for completion of e-APAR		
Sr. No.	Activity	Date by the activity to be completed
	Calendar Year (APAR)	2025
1	APAR forms can be assessed by the employees in APAR Portal	09 th March 2026
2	Edit/correction request and approval by the Local Admin	25 th May 2026
3	Submission of Self-appraisal to reporting officer by officer to be reported upon	02 nd June 2026
4	Submission of report by reporting officer to reviewing officer	12 th June 2026
5	Report to be completed by Reviewing officer and to be sent to administration	22 nd June 2026
6	Disclosure to the officer reported upon where there is no accepting authority	29 th June 2026
7	Receipt of representations on APAR, if any, from the employee concerned	13 th July 2026
8	Forwarding of representation to the competent authority	20 th July 2026
9	Disposal of representation by the competent authority	20 th Aug 2026 (within one month from the date of receipt representation)
10	Communication of the decision of the competent authority on the representation by the APAR Cell	27 th Aug 2026
11	End of entire APAR process, after which the APAR will be finally taken on record	

S.K. Shrivastava
21/05/2026




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 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 Abhinaba Basu, Scientist 'D', NIELIT HQs (abhinab.basu@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.


21/05/2026
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, 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, चुराचंद्रपुर, 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