

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

Ref. No. 1(03)/2016-NIELIT-Vol.V/01

Dated: 02.01.2020

OFFICE MEMORANDUM

Sub: Reporting/Reviewing Structure in respect of NIELIT HQs/NIELIT Centres - regarding

NIELIT has been emphasizing from time to time the need to complete the Annual Performance Appraisal Reports (APARs) of all cadres of employees in time for smooth consideration of cases pertaining to confirmation, promotion, etc. A time schedule was also prescribed for completion of APARs at various stages vide office order No. 1(17)/2015-NIELIT/803 dated 23rd July, 2015 and dated 18th December, 2015.

2. It has, however, been noticed that the time schedule for completion of APARs is not being followed by the employees concerned as well as the Reporting Officers, i.e. submission of self-appraisal, completion by Reporting Officer, completion by Reviewing Officer, communication of APAR to the employee, disposal of representations etc. Instructions have also been issued that Group 'A' S&T Officers are required to submit Annual Work Report in the prescribed Proforma alongwith APARs, but it has been noticed that in many of the cases, the AWRs are not available with the APAR dossiers of the concerned employees. Such lapses have not only lead to complications in handling the cases but also has led to delays in processing the cases of probation clearance, promotion etc. The Reporting/Reviewing Officers do not pay adequate heed to making entries in the APAR forms and fill the same in a very casual manner. Further, the response of Reporting/Reviewing Officer, to the representations from the employees for upgradation of APARs or against adverse remarks, when forwarded to them for comments, have also been found to be very casual. Due to these shortcoming, Administration has to face lot of difficulties when the meeting of Screening/Selection Committees are convened.

3. It has also been observed that the APARs of Scientist 'C'/Scientist 'D'/Scientist 'E' level/including Non-S&T Officers level are being received from the Centres /HQs for Reporting/Reviewing by the Director General. It might be difficult for Director General to have a detailed knowledge of the qualities of a Government servant three level below him, his over-all assessment of the character, performance and ability of the Government servant reported upon is vitally necessary as a built-in corrective measure. The judgement of the immediate superior can sometimes be too narrow and subjective to do justice to the Government servant reported upon. Since the Director General is not directly supervising or associated with the performance/work out-put of the concerned officer, it become difficult for him to adjudged the output indicator and award the grading to the individual.

4. Keeping in mind the difficulties being faced while writing his/her APARs, All NIELIT centers are requested to follow the following instructions.

- 4.1 Reporting/Reviewing structure at the Centres including HQs shall be clearly defined such only essential APARs i.e. GP Rs. 7600/- and above come to NIELIT HQs for Reporting/Reviewing by the Director General. APARs of Below Grade Pay Rs. 7600/- shall be reported/reviewed by the Executive Director/Director/Director Incharge/Registrar/How level as the case may be. The Reporting/Reviewing Structure shall be made keeping in view of the seniority among the officers and a detailed list of this structure be prepared and implemented under intimation to NIELIT Headquarter.
- 4.2 In order to minimize the operation of the subjective human element and of conscious or unconscious bias, the APARs of every employee should contain the assessments by more than one officer keeping in view the rule. The APARs should be written by the immediate superior and should be submitted by the reporting officer to his superior.
- 4.3 In cases where there is only one supervisory level above the officer reported upon, his/her APARs should be reported/reviewed by the officer concerned in special case.
- 4.4 In cases where Director-Incharge/Director of the Centre is directly reporting to Director General his/her APARs shall be reported/reviewed by the Director General.
- 4.5 APARs of Executive Director/Director of the concerned Centre shall be reported by the Director General and Reviewed by the Chairman Management, NIELIT.

5. This issues with the approval of the Competent Authority for immediate implementation.



(Janak Raj)
Registrar

To

- (i) The Executive Director/Director/Director-Incharge of All NIELIT Centres- for compliance

Copy to:

- (i) CFO/COE/JD (CSR)/JD (Acad.)/JD (Projects)
- (ii) Establishment Section, NIELIT HQs- for compliance
- (iii) IT infrastructure – for uploading the website of NIELIT

Copy for kind information:

- (i) Director General, NIELIT
- (ii) CVO, NIELIT

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रोपड़, रांची, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, पासीघाट, तेजू, सिलचर, डिब्रूगढ़, कोकराझार, जोरहाट, तेजपुर, जम्मू, लेह, सेनापति, चुराचंद्रपुर, तुरा, लुंगलेई, चुचुइमलांग, पाली और लखनऊ
Centers :	Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Patna, Ropar, Ranchi, Shimla, Shillong and Srinagar
Extenslon Centres :	Alawalpur, Pasighat, Teju, Silchar, Dibrugarh, Kokrajhar, Jorhat, Tejpur, Jammu, Leh, Senapati, Churachnadpur, Tura, Lunglei, Chuchuyimlang, Pali and Lucknow