

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

I-18015/1/2021-IT/16

Dated: 09th Jan, 2023

OFFICE MEMORANDUM

The Annual Performance Appraisal Report is a crucial activity to assess the performance and career progression of every employee. It was observed by the Competent Authority that the processing of APARs through physical mode is time consuming and this further delays the conducting of Departmental Promotion Committee Meetings which is a time bound activity. Further, it is very essential in the present digitalization scenario.

2. In order to overcome these challenges faced while processing the APAR, the competent authority has decided to launch its Online APAR system in NIELIT, which will be implemented across NIELIT HQs and its Centres. Accordingly, the following timelines are hereby conveyed for completion of Online APARs across NIELIT :


Calendar for completion of APARs		
Sr. No.	Activity	Date
1	Calendar Year for which the 1 st Online APAR to be initiated	2022
2	Convey of URL for Log-In to all concerned	10 th Jan 2023
3	Edit/correction request/selection of reporting/reviewing Officers and approval by the Local Admin	25 th Jan 2023
4	Submission of self-appraisal to reporting officer by officer to be reported upon	15 th February 2023
5	Submission of report by reporting officer to reviewing officer	7 th March 2023
6	Report to be completed by Reviewing officer and to be sent to administration	25 th March 2023
7	Disclosure to the officer reported upon where there is no accepting authority	5 th April 2023
8	Receipt of representations on APAR, if any, from the employee concerned	20 th April 2023
9	Forwarding of representation to the competent authority	30 th April 2023
10	Disposal of representation by the competent authority	31 st May 2023 (within one month from the date of receipt of representation)
11	Communication of the decision of the competent authority on the representation by the APAR Cell	30 th June 2023
12	End of entire APAR process, after which the APAR will be finally taken on record	

3. As the Online APAR System is being implemented in NIELIT first time, dates indicated in the above timeline are extended beyond DoPT guidelines. However, from the next Calendar Year the Online APARs shall be completed as per DoPT guidelines.

4. All the employees are therefore advised to scrupulously follow the above Calendar for filling of online APAR as per the role/capacity of each employee as Nodal officer/Officer reported upon/Reporting Officer/Reviewing Officer etc.

5. 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 , Ph No: 011-25308300 Ext-404) and for any administrative query, Nodal admin shall contact Shri R.K. Joshi, Deputy Registrar, NIELIT HQs (rkjoshi@nielit.gov.in , 011-25308300 Ext-205).

This issued with the approval of the Competent Authority.


(R.P. Pandey)
Registrar

Copy to:

1. All NIELIT Centres/ Extension Centers
 2. All HoWs at HQ
 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.
- For Necessary action and circulation among the employees.*

Copy for kind information to:

- SO to DG, NIELIT Headquarter

केन्द्र : अगतरला, आईजॉल, 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 : अलावलपुर, चंडीगढ़, चुराचंदपुर, चुचुइमलांग, दीमापुर, डिब्रूगढ़, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनपुर, लखनऊ, लुंगलेई, माजुली, मंडी, पाली, पासीघाट, सेनापति, सिलचर, तेजपुर, तेजू और तुरा

Centers : 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 : Alawalpur, Chandigarh, Churachandpur, Chuchuyimlang, Dimapur, Dibrugarh, Jammu, Jorhat, Kargil, Kokrajhar, Lakhanpur, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Senapati, Silchar, Tejpur, Teju and Tura

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