No. 10(3)/2016-Pers.
Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodi Road, New Delhi – 110 003
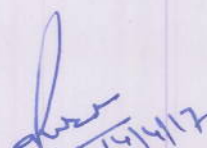
14ᵗʰ April 2017

CIRCULAR

In continuation of circular of even number dated 10ᵗʰ October, 2016 for online filling up of AWRs. Review promotions of Group-A S&T Officers prima-facie eligible as on 01.01.2011 to 01.01.2017 are being carried out as per provisions of Personnel Policy and Practices for Group-A S&T Officers issued by Ministry of Electronics and Information Technology (MeitY) and its organisations vide Office Memorandum No. 2(11)/2016-Pers.III dated 19.09.2016.

2. As per Clause 5(vi) and Annexure-III of the Personnel Policy, field experience of two years will be essential for promotion to the grade of Scientist-F and field experience of five years will be essential for promotion to the grade of Scientist-G.

3. **Officers eligible as on 01.01.2011 onwards for promotion to the grade of Scientist-F and Scientist-G are required to submit field experience.** To capture the field experience of the officer, an online system has been developed and made available in the IntraNIC under the heading 'Employees Services'. Field experience will be authenticated by officer reported upon by adopting the same procedure as in AWR. After filling up the form, the claim of field experience of an officer should be vetted by the Head of Division / Head of Group, where the officer is working or worked earlier.

4. This issues with the approval of the Competent Authority.

(O.P. Wadhwa)
Joint Director (Pers.)

Copy to :

1. All concerned ....through IntraNIC
2. OSD to DG, NIC...... for information
3. Head of Division, Office Automation Division
4. DDG (Pers.) / (Admin.), NIC Hqrs., New Delhi
5. Guard File / Notice Board

1st April 2017

CIRCULAR

In continuation of circular of even number dated 10th October, 2016 for online filling up of AWRs, Review promotion of Group-A S&T Officers prima-facie eligible as on 01.01.2011 to 01.01.2017 are being carried out as per provisions of Personnel Policy and Practices for Group-A S&T Officers issued by Ministry of Electronics and Information Technology (MeitY) and its organisations vide Office Memorandum No. 2(21)/2016-Pers.III dated 16.05.2016.

2. As per Clause 5(vi) and Annexure-III of the Personnel Policy, field experience of two years will be essential for promotion to the grade of Scientist-F and field experience of five years will be essential for promotion to the grade of Scientist-G.

3. Officers eligible as on 01.01.2011 onwards for promotion to the grade of Scientist-F and Scientist-G are required to submit field experience. To capture the field experience of the officer, an online system has been developed and made available in the IntraNIC under the heading 'employees Service'. Field experience will be authenticated by officer recorded upon by adopting the same procedure as in AWR. After filling up the form, the claim of field experience of an officer should be verified by the Head of Division / Head of Group, where the officer is working or worked earlier.

4. This issues with the approval of the Competent Authority.

(C.R. Wadhwa)
Joint Director (Pers.)

Copy to :-

1. All concerned ...... through IntraNIC
2. OSD to DG, NIC ... for information
3. Head of Division, Office Automation Division
4. DDG (Pers.) / (Admin.), NIC Delhi, New Delhi
5. Guard File / Notice Board

Dated :   10th October, 2016

CIRCULAR

In continuation of circular of even number dated 11th May, 2016, wherein all Group-A S&T officers were advised to download and fill-up the Annual Work Report (AWR) for assessment by their reporting officer(s).

2.   As per the Personnel Policy and Practice for Group 'A' S&T Officers of MeitY and its organizations issued by Ministry of Electronics and Information Technology vide Office Memorandum No.2(11)/2016-Pers.III dated 19th September, 2016, an Annual Work Report (AWR), designed by DoPT to capture scientific content of work performed, would be filled up (only part A) by all Group 'A' S&T officers alongwith the Annual Performance Appraisal Report (APAR) and would get assessed by the Reporting Officer.

3.   The officers eligible for Review Promotion as on 01.01.2011 are required to submit a consolidated AWR for the entire residency period under consideration and thereafter AWR to be submitted year wise. Similarly, officers become eligible for Review Promotion after 01.01.2011 for the first time will submit a consolidated AWR for the entire residency period under consideration and thereafter AWR to be submitted year-wise.

4.   To handle such a large number of AWRs and to speed up the process of filling up of AWRs, an on-line system of submitting the Annual Works Report (AWR) has been developed and made available through INTRANIC, under the heading 'Employees Services'. AWRs will be authenticated by Officer reported upon using e-sign, getting the OTP on the mobile phone registered with UIDAI Aadhaar database. After filling up and authentication of the AWR, the same will be made available to Reporting Officer for 'Assessment by the Reporting Authority in Part-B of the AWR'. . After assessing and authenticating his/her part of the AWR by Reporting Authority, the whole AWR will be made available to Personnel Section for record and using the same by the Screening Committee/Interview/Assessment Board, etc.

5.   The criteria for output indicators under Personnel Policy and Practice for Group A S&T Officers of MeitY have been enhanced making them more relevant to the work done by officer concerned. Accordingly, those officers who have already filled-up the AWRs in response to circular dated 11th May, 2016 shall fill-up the Annual Works Report again in on-line mode.
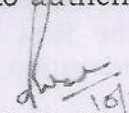
6.   From 01.01.2016 onwards, the Annual Work Report format would be filled up by all Group 'A' S&T officers along with the APAR/ACR in online mode and would get reported upon by their reporting officers.

a) The on-line filling up of APAR will enable monitoring and tracking of the pending APARs as well as keep check on timely submission of APARs.

b) After the completion of performance review period each year, the officer can login to the system, the system displays the details of pending APARs/AWRs.

c) The officer will click the APAR form and the master details as available in official database will be populated. The officer shall fill in the details and appraisal as per APAR/AWR format.

d) The officer has a provision to save the entries in draft mode before final submission. Once the officer finally submits the APAR/AWR for which he/she shall authenticate it

with 'e-sign', his reporting officer will be intimated/or get information through e-mail as well as SMS.

e) All the details entered by the officer reported upon will be visible to reporting officer, who will assess the performance of officer and submit his/her comments and numeric grading.

f) The reporting officer shall also authenticate the APAR/AWR and forward the APAR only to Reviewing Officer and AWR will be made available to Personnel Section for further processing/record. The system shall further prompt Reviewing Officer though e-mail and SMS, for marking his/her comments and submit the same further with his/her 'e-sign'. The grading and remarks recorded initially by these authorities would remain sacrosanct. After completion of assessment/review by the reporting/reviewing officer, the APAR will be available to the concerned officer reported upon for his/her viewing through INTRANIC.

g) The upgradation of grading and expunction of remarks, etc, will be done as per rules after getting approval from the competent authority, and shall be so entered in the system that it will be reflected separately.

7. All Group-A S&T officers, who are not having Aadhaar number are requested to register themselves with UIDAI/Aadhaar to get the Aadhaar number and are also requested to get registered/ update their latest mobile number against their Aadhaar database to authenticate their APARs/AWRs online.

(O. P. Wadhwa)
Deputy Director

Copy to:-
1. All Group 'A' S&T Officers, NIC....... through Intranic.
2. HOG/HOD, OAD with a request to kindly make available the on-line APAR/AWR as per above.

(O. P. Wadhwa)
Deputy Director