

F. No.14(1)/2020-P.III(Pt.I)
Ministry of Electronics & Information Technology
Electronics Niketan, 6-CGO Complex

New Delhi-110003
Dated: 01.06.2022

To,

Subject:- Request for information under RTI Act.

Madam,

Reference is invited to your RTI application with Regd. No. DTTECR/E/22/00437 dated 30.04.2022.

2. The reply of P-III Section, MeitY on the information sought in the application are given below:

- i. **Reply on Sl. No. 1:** Copies of the relevant extracts of BGA S&T Policy for SO 'SB' to Sci. B and assessment norms for Sci. B to Sci. C are enclosed (Annex-I & III).
- ii. **Reply on Sl. No. 2:** Copy of the relevant extracts of instruction for writing of APARs is enclosed (Anex-IV).
- iii. **Reply on Sl. No. 3 & 4:** The norm for assessment under BGA S&T Policy provides the numerical gradings of APARs and the selection criteria for promotions to the posts mentioned at Sl. No. 1 of the application. Copy of the relevant extracts is enclosed (Annex-II & III).
- iv. **Reply on Sl. No. 5:** same as para 2(ii) above.

Encl: as above.

Revathi S

(Revathi Suresh Kumar)
Joint Director & CPIO(P-III)
Email: revathi.kumar@meity.gov.in

4.1 Reference to Degree or Diploma in the norms will be treated as 60% marks in the aggregate or equivalent. The requirement of 60% marks will not, however, be insisted upon in the case of SC/ST candidates to the extent the number of vacancies reserved for them cannot otherwise be filled up.

4.2 Any relaxation in the prescribed minimum qualifications and/or experience, in the case of general category candidates, will require specific approval of Secretary, DOE, unless powers in this regard are delegated by him to the Appointing Authorities.

4.3 Period of probation will be one year, extendable at the discretion of the Appointing Authority.

4.4 The maximum age limits for direct recruitment to all grades carrying a pay scale of Rs.425-700/- and below, will be 25 years; and for grades above Rs.425-700/- and upto Rs.650-1200, will be 30 years; subject to relaxations permissible, under the normal Government instructions for specified categories, such as SC/ST; physically handicapped; Government servants, etc. In exceptional circumstances, for reasons to be recorded in writing, the age limits may be relaxed, with the approval of the Appointing Authority, in other cases also.

5. Promotions and normal annual increments

5.0 Promotions and normal annual increments will be effective from either of the two fixed dates, viz. 1st April and 1st October. The rationalisation of the dates of increments of existing personnel will be done in the same manner as in the case of Group 'A' S&T officers.

5.1 The minimum length of service for the first normal review for promotion to all grades of and below the level of Scientist/Engineer Grade 'SC' (Rs.700-1300) will be three years, as on the standardised date. This yardstick may be changed later by Secretary, DOE, if found necessary, in the light of experience gained/

upto 56 '13'

ASSESSMENT NORMS
For Review Promotion

upto the grades of Rs. 2200-4000/- (pre-revised) (revised to G.P-Rs. 5400/-)

(for officials possessing the requisite **educational qualifications as per OM No. A-12018/10/81-PP dated 18.07.1983 read with OM No. 12018/11/83-PP dated 01.10.1984)

The assessment for the purposes of promotion will consist of the following:-

For Posts, where Trade Test not prescribed for direct recruitment under the Policy		For Posts, where Trade Test has been prescribed for direct recruitment under the Policy	
i	<u>Level - 1 Screening:-</u> Assessment of performance, as reflected in the official's Confidential Reports;	i	<u>Level - 1 Screening:-</u> Assessment of performance, as reflected in the official's Confidential Reports;
ii	<u>Level - 2 Selection:-</u> Interview + Weightage of CR.	ii	<u>Level-2</u> Trade Test
		iii	<u>Level - 3 Selection:-</u> Interview + Weightage of Trade Test & CR.

** Norms for consideration of additional qualifications acquired while in service would be applicable as mentioned in OM No. A-12018/11/83-PP dated 01.10.1984.

Note 1:- Trades tests should be conducted for promotion in all categories where similar tests are prescribed for direct recruitment. There will be trade tests with regard to all trade activities. Such trade tests should be held for promotion to various grades upto the grade of Rs. 1640-2900/- (pre-revised) (revised to GP-Rs. 4200/-). No such trade test for promotion will however, be required for personnel in the categories of Scientific / Technical Assistant; in respect of Draftsman with Diploma in Engineering, for their promotion from Draftsman 'D' (Rs.1400-2600 pre-revised) (revised to GP-Rs. 4200/-) to Draftsman 'E' (Rs.1640-2900 pre-revised) (revised to GP-Rs. 4200/-); and Laboratory Assistant, if no tests have been prescribed for direct recruitment to the respective grades in these categories. However, in the case of Draftsmen, other than those with Diploma in Engineering trade tests should be held for promotion to various grades upto the grade of Rs. 1640-2900/- (pre-revised) (revised to GP-Rs. 4200/-).

Note 2:- Only those officers who pass the Screening stage, in terms of the performance evaluation norms laid down will be called for interview and final assessment for promotion. On the basis of the assessment of the officers, the selection committee will place them into categories "Fit for promotion" / "Unfit for promotion".

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NORMS APPLICABLE FOR SCREENING

Minimum prescribed length of service (residency) as on the relevant fixed date for promotion and the screening norms on the basis of overall C.R. rating of last 3 years (Maximum 30 points)

3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs. Or more
A (24)	A- (21)	A-B+ (18)	B+ (15)

CR Grading	Points
A+	9
A	8
A-	7
B+	5
B	4

(8)

NORMS APPLICABLE FOR SCREENING

Minimum prescribed length of service (residency) as on the relevant fixed date for promotion and the screening norms on the basis of overall C.R. rating of last 3 years (Maximum 30 points)

3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs. Or more
A (24)	A- (21)	A-B+ (18)	B+ (15)

CR Grading	Points
A+	9
A	8
A-	7
B+	5
B	4

ASSESSMENT NORMS

B → C

For Review Promotion
From the grade of SC (Rs. 2200-4000/- pre-revised)(re-designated as Scientist
'B' with G.P- Rs. 5400/-) to the grades of SD (Rs. 3000-4500/- pre-revised)
(re-designated as Scientist 'C' with G.P-Rs. 6600/-)

(for officers possessing the requisite qualification** as per OM No. A-
12018/10/81-PP dated 18.07.1983 read with OM No. 12018/11/83-PP dated
01.10.1984)

The assessment for the purposes of promotion will consist of the following:-

i	<u>Level - 1 Screening:-</u> Assessment of performance, as reflected in the official's Confidential Reports;
ii	<u>Level - 2 Selection:-</u> Interview + Weightage of CR.

** Recruited initially with the qualification of M.Sc. / B.Sc. / Diploma in Engineering.

Note 1:- Only those officers who pass the Screening stage, in terms of the performance evaluation norms laid down will be called for interview and final assessment for promotion. On the basis of the assessment of the officers, the selection committee will place them into categories "Fit for promotion" / "Unfit for promotion".

NORMS APPLICABLE FOR SCREENING

Minimum prescribed length of service (residency) as on the relevant fixed date for promotion and the screening norms on the basis of overall C.R. rating of last 4 years (Maximum 40 points)		
4 Yrs.	5 Yrs.	6 Yrs. Or more
A (32)	A- (28)	Automatically screened in for interview

CR Grading	Points
A+	9
A	8
A-	7
B+	5
B	4

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F.No.7(2)/2012-P.III
Government of India

Ministry of Communications & Information Technology
Department of Electronics & Information Technology
(Personnel-III Section)

Date: 28.01.2015

OFFICE MEMORANDUM

Subject: **Instructions regarding APARs in respect of Gazetted & Non-Gazetted employees of DeitY(S&T/non-S&T)-reg.**

With regard to the above mentioned subject, it is essential that the Annual Performance Assessment Reports(APARs) are completed within a time-frame so that up to date Annual Performance Assessment Reports are available at any given time to be used for various purposes like promotions, probation clearance, etc. **Presently, APARs are being recorded in two different reporting periods, i.e., Calendar Year for all Gazetted Officers(S&T/Non-S&T) and Financial Year for all Non-Gazetted Officers (S&T/Non-S&T).**

2. In this connection, it is stated that, as per DeitY's own personnel policies regarding recruitments, consideration of eligibility of employees for Promotions, etc., the vacancy year is taken on Calendar Year basis, i.e., 1st January of a Calendar Year is taken as the crucial date for considering the eligibility of the official, both S&T/Non-S&T and Gazetted/Non-Gazetted Officers.

3. DoPT vide OM dated 28.05.2014 has issued instructions regarding vacancy year vis-a-vis period of writing APARs.

4. In view of above, it has been decided that, APARs may be written on a uniform 'Calendar Year basis' from 2015 onwards for all the employees of DeitY, i.e., Gazetted/Non-Gazetted Officers (S&T/Non-S&T) of DeitY w.e.f. 01.01.2015.

5. Keeping in view the above and for expeditious completion of the APARs, a common time schedule for all the employees, for both Gazetted & Non-Gazetted Officers(S&T/Non-S&T) has been decided for submission, reporting and reviewing of the APARs as given in the table below:

Sl. No.	Activity	Date by which APARs is to be completed
1	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	10 th February
2.	Submission of report by reporting officer to reviewing officer	31 st March
3.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell	30 th April

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6. It has been noticed that APARs are not written by the concerned officers to be reported upon/Reporting/Reviewing officers in time, resulting in non-availability of APARs when required. Further, most of the APARs received in the Section are not complete in several respects like incomplete personal bio-data, signatures, date of the officer reported upon, numerical grading of the assessment, signatures and date of the reporting officer, overall numerical grading and signatures and date of the reviewing officer, applying white fluid, pasting sheet, attaching extra sheets, etc.

7. In view of above, the following instructions, which are essential for preparation and writing of APARs are mentioned below for compliance:

A. INSTRUCTIONS FOR THE OFFICERS TO BE REPORTED UPON:

- i. The Self Appraisal Report shall be submitted by the officer/official to be reported upon to his/her reporting officer within the prescribed time frame. In case of delay in submission of the APAR, the same may be adversely commented upon by the Reporting Officer.
- ii. The APAR is not required to be submitted if the period of reporting is less than three months; however, the same shall be intimated to the P-III Section for records.
- iii. Self Appraisal Reports shall be confined in the space allotted and APARs written with pasted/additional sheet/pages shall liable to rejection.
- iv. The officer reported upon shall forward the Self-Appraisal Report to the Reporting Officer by a forwarding letter and shall also endorse a copy of the forwarding letter to P-III Section for records and follow-up action, if any.

B. INSTRUCTIONS FOR THE REPORTING OFFICERS:

- i. The Reporting Officer should have atleast 3 months experience to write the APARs of the officer concerned.
- ii. If an officer is transferred/retires during the middle of the reporting year, he should immediately write the APARs of his subordinates up to the date of his transfer, provided that, the report is at least six months, and the reports should be submitted to the reviewing authority who will retain them in his custody till completion of the APAR.
- iii. A Reporting Officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if the self-appraisal is not received, the Reporting Officer should remind in writing to the concerned officer, asking him to submit the same by the stipulated time. If no self-appraisal is received, the Reporting Officer can obtain blank APAR format from e-office portal and proceed to write the

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APAR of the officer to be reported upon without Self-Appraisal. While doing so, he can also point out the failure of the officer to submit his self-appraisal within the stipulated time. Delay in submission of self-appraisal by the officer to be reported upon shall be adversely commented upon.

- iv. Over writing shall be avoided. In exceptional case of overwriting, initials of the Reporting officer with date shall be adhered to and the cutting text should be visible.
- v. Use of correcting fluid is strictly prohibited.
- vi. In case the officer reported upon worked as a personal staff under an officer, the Reporting Officer, after reporting the APAR, shall also make an appropriate entries in the column provided for the Reviewing Officer that, the officer reported upon is directly reporting to him/her as a personal staff and the Reporting Officer is also the Reviewing Officer.
- vii. The Reporting Officer shall forfeit his right to record the APAR after the expiry of the prescribed time and shall submit all the APAR held by him for reporting to the Reviewing Officer on the next working day under intimations to the P-III Section.
- viii. The Reporting Officer may also make remarks in the nature of counsel or advice to the officer. Where the officer records an adverse remark, he shall record a note to the effect that the remark be treated as adverse remark.
- ix. The Reporting Officer, after recording the APAR, shall forward the same to the Reviewing Officer with a forwarding letter and shall also endorse a copy of the forwarding letter to P-III Section for records and follow-up action, if any.

C. INSTRUCTIONS FOR THE REVIEWING OFFICERS:

- i. The Reviewing Officer should have been acquainted with the work of the official reported upon for at least 3 months during the period covered by the confidential report.
- ii. If the reviewing authority is transferred/retires while there is no change in the Reporting Officer and the subsequent reviewing officer does not have 3 months experience, the reviewing portion will be left blank with a suitable note, recorded therein, by the new reviewing authority who could not review the report because he did not have even 3 months experience, or by the reporting officer himself.

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198

- iii. The Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond the expiry of the prescribed time and shall submit all the APARs to the P-III Section.
- iv. It shall be the duty of the Reviewing Officer to forward the complete APAR to P-III Section so as to reach by the stipulated date. If, for unavoidable reasons, some delay is expected to occur in forwarding the complete APAR, P-III Section should be informed suitably in writing and every effort should be made to send the complete APAR within one week after the stipulated time.
- v. The Reviewing Officer may also make remarks in the nature of counsel or advice to the officer. Where the officer records an adverse remark, he shall record a note to the effect that the remark be treated as adverse remark.
- vi. The Reviewing Officer, after reviewing the APAR, shall forward the same to P-III Section in a forwarding letter.

8. The Reporting/Reviewing officer cannot write the APARs of their subordinates after 1 month of their retirement or demission of office.

9. The Section entrusted with maintaining APARs shall bring to the notice of the Secretary, the names of those officers to be reported, Reporting Officers and Reviewing Officers who have failed to initiate/report/review the APARs within the time frame. The Secretary may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date prescribed and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

10. Writing APARs is a public duty, non compliance of which is liable for action under rules.



(R.C. Saluja)
Director

To,

- 1. All employees of DeitY through Intra-dit portal
- 2. All GCs for information and compliance by all officers under their Group/Societies, etc.

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JS A UC (AK)
26/11/15

DG-SECRETARY
UC (BMB)
26/11/15