

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT: VIGILANCE BRANCH
5-SHAM NATH MARG, DELHI-110054

No.F.1/ACR/LC/Vig./2010/ 5566

Dated: 18/3/11

CIRCULAR

Please find enclosed herewith a copy of letter No. F.2/1/2010/S.IV/CC/1251-1252 dated 11.05.2010 issued by the Services Department, Govt. of NCT of Delhi vide which instructions / guidelines on preparation and maintenance of Annual Performance Assessment Reports (APAR), were circulated.

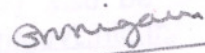
In this connection, please find enclosed Annual Performance Assessment Reports (APAR) proforma for Grade-I, Grade-II, Grade-III and Grade-IV (DASS) and Stenographers Cadre for initiating Annual Performance Assessment Reports for the reporting year 2009-10 onwards.

All district offices / Branch Incharges of this department are hereby requested to send a copy of Annual Performance Assessment Reports (APAR) proforma in respect of officials of Grade-I, Grade-II, Grade-III and Grade-IV (DASS) and also for Stenographers cadre to their concerned Reporting Officers with the request that after filling the report on APAR proforma in respect of the officers / officials who have worked under their supervision against the period under report as per guidelines enclosed further send the same duly reported APAR to the concerned Reviewing Officers with the request to return the duly completed Annual Performance Assessment Reports to the Vigilance Branch of this department, so that same could be further sent to the Services Department for their custody.

It is also intimated that detailed instructions and APAR forms may also be downloaded from the website of the Services Department at <http://services.delhigovt.nic.in/>.

Further, all the Reporting / Reviewing officers are also requested to fill up the APAR proforma as per the enclosed guideline given in Annexure I, II & III & return the same according to the given timeframe / schedule, to this branch of this department.

Apart from the above, it is also informed that ACR in respect of DANICS officers and other Ex-cadre officers / officials of this department are to be filled up in the existed proforma. All these such officers / officials are also requested that after filling up resume on their ACR proforma handover to their concerned Reporting Officer for reporting through their respective Distt. / Branch offices, so that their concerned Distt. / Branch offices could further return duly completed ACRs i.e. reported / reviewed, to this branch for keeping in record.



(S.K. NIGAM)

Asstt. Labour Commissioner (Vig.)

Encls. As above.

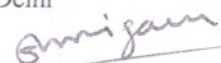
All Distt. Offices / Branch Incharges
Labour Department

No.F.1/ACR/LC/Vig./2010/ 5566

Dated: 18/3/11

Copy forwarded to the following:

1. P.A. to Pr. Secretary (Labour), Room No. 702, 7th Floor, 'C' Wing, Delhi Secretariat, Delhi
2. P.A. to Labour Commissioner, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
3. P.A. to Spl. Commissioner (Labour), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
4. P.A. to All JLCs/DEs, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
5. ALC (Admn.), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
6. Sr. Accounts Officer, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
7. S.O. (Planning), Labour Deptt., 5- Sham Nath Marg, Delhi --- with the request to upload the above circular on the website of the Labour Department, Govt. of NCT of Delhi



Asstt. Labour Commissioner (Vig.)

TIME BOUND

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL
B-WING : 7TH LEVEL : DELHI SECRETARIAT
I.P.ESTATE : NEW DELHI**

No.F.2/1/2010/S.IV/CC/1251-1252

Dated:11/05/2010

To

All Principal Secretaries/Secretaries and
Head of Departments
Government of NCT of Delhi
Delhi/New Delhi.

Subject: Preparation and maintenance of Annual Performance Assessment Reports (APAR).

Sir/Madam,

Please refer to this department's letter No.F.1/1/2006/S.IV/CC/349 dated 09.02.2010 vide which instructions on preparation and maintenance of Annual Performance Assessment Reports (APAR) were circulated.

In this connection, please find enclosed APAR forms for Grade-I, Grade-II, Grade-III and Grade-IV (DASS) and Stenographer Cadre for initiating Annual Performance Assessment Report for the reporting year 2009-10 onwards.

The entire exercise of completion of APARs shall have to be carried out by the concerned administrative department where DASS/Steno cadre official is posted/drawing salary, before the same is sent to Services Department for custody. Each APAR sent to Services Department for custody shall carry a certificate regarding disclosure of APAR to the concerned official by the department concerned. Specimen of disclosure certificate is also enclosed.

The detailed instructions and APAR forms may also be downloaded from the website of Services Department at <http://services.delhigovt.nic.in/>.

Yours faithfully,

**Sd/-
(ALKA DIWAN)
SPL. SECRETARY (SERVICES)**

Encl: As above.

No.F.2/1/2010/S.IV/CC/1251-1252

Dated:11/05/2010

Copy forwarded to Staff Officer to Chief Secretary, Government of NCT of Delhi for information.

**Sd/-
(ALKA DIWAN)
SPL. SECRETARY (SERVICES)**

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted ii) Quality of output iii) Analytical ability (iv) Accomplishment of exceptional work / unforeseen tasks performed Overall Grading on 'Work Output'			

Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work ii) Sense of responsibility iii) Maintenance of Discipline iv) Communication skills v) Leadership qualities vi) Capacity to work in team spirit vii) Capacity to work in time limit viii) Inter-personal relations Overall Grading on personal attributes			



2/c

1/c EsttE/ACR matters

24/c

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
Overall Grading on functional competency			

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (a) where there is accepting authority for APAR	 21 st September 06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November