

Confidential

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

No. F./ACR/LC/Vig./2010/4145

Dated: 05/12/11

CIRCULAR

All DLCs / Branch In-charges of this department were informed vide circular of even no. dated 18.03.11 (copy enclosed) that forward the complete APARs / ACRs in respect of all officers / officials who are working under their supervision (duly reported / reviewed), to the vigilance branch of this department, despite of this, APARs / ACRs in respect of officers / officials working under their supervision have not been received till date.

It is pertinent to mention here that in the absence of non receiving of duly reported / reviewed APARs / ACRs, promotion cases are being delayed.

All DLCs / Branch In-charges of this department are hereby again requested to send the complete APARs / ACRs (duly reported / reviewed) to this branch, so that same could be kept in record.

1000 2/2
(V.P. Wadhwa,

Joint Labour Commissioner (Vig.)

No. F./ACR/LC/Vig./2010/4145

Dated: 05/12/11

Copy forwarded for information and further necessary action to:

1. Addl Labour Commissioner (I) & (II), Labour Department, 5-Sham Nath Marg, Delhi-54
2. All JLCs of Labour Department,
3. All DLCs / Branch In-charges of this department for compliance as requested above.
4. P.A. to Labour Commissioner, Labour Department, 5-Sham Nath Marg, Delhi-54
5. P. A. to Spl. Commissioner (Labour), Labour Department, 5-Sham Nath Marg, Delhi-54
6. ✓ Asstt. Programmer, Labour Department --- with the request to upload this circular on the website of the Labour department.
7. Guard file.

1000 2/2
Joint Labour Commissioner (Vig.)

33/c

**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/C/1251-1252 dated 11.05.2010 issued by the Services Department, Govt. of NCT of Delhi, which provides 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 existing 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.

Encls. As above.

**All Distt. Offices / Branch Incharges
Labour Department**

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

Copy forwarded to the following:

01. P.A. to Pr. Secretary (Labour), Room No. 702, 7th Floor, 'C' Wing, Delhi Secretariat, Delhi
02. P.A. to Labour Commissioner, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
03. P.A. to Spl. Commissioner (Labour), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
04. P.A. to All JLCs / DLCs, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
05. ALC (Admn.), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
06. Sr. Accounts Officer, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
07. 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

S. K. Nigam
Asstt. Labour Commissioner (Vig.)