

No.F.32/1/2012-AC/ DS.I/ 664-666  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**FINANCE (ACCOUNTS) DEPARTMENT**

'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat,  
IP Estate, New Delhi-110002.  
Ph.23392133

Dated: April 30, 2012

**CIRCULAR**

Government of India has introduced Annual Performance Appraisal Report (APAR) in place of Annual Confidential Report (ACR) vide GOI., Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training OM No.21011/1/2005- Estt(A)(Pt.II), dated May 14, 2009 read with OM dated July 23, 2009.

Accordingly, Government of NCT of Delhi has introduced APAR for Accounts Service Officers with effect from the **reporting year 2011-12**. The pro forma of Annual Performance Appraisal Report for the officer of the Govt. of NCT of Delhi Accounts Service can be downloaded from the website of Finance Department, Govt. of NCT of Delhi i.e. [www.finance.delhigovt.nic.in](http://www.finance.delhigovt.nic.in). APAR recorded in any other format with effect from the reporting year 2011-2012 shall not be accepted.

The entire exercise of completion of APARs shall have to be carried out as per enclosed time schedule by the administrative department concerned where the Accounts Service Officer is posted. After the APAR is reported and reviewed, complete APAR shall be disclosed to the officer reported upon seeking his/her comments, if any, within 15 days of the date of such communication. After expiry of the said period, the APAR along with certificate regarding disclosure of APAR to concerned officer shall be sent to Finance Department. The administrative departments are requested to take appropriate action accordingly.

  
(**ARVIND JAIN**)  
Dy. Secretary - I

1. All Heads of Departments.
2. All Autonomous Bodies/Grantee Institutions etc. under GNCTD.
3. Website of FD.

3/C

## Annexure-III

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 <sup>st</sup> 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 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> 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 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> 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 <sup>st</sup> September  06 <sup>th</sup> 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 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November



ANNUAL PERFORMANCE APPRAISAL REPORT  
FOR OFFICERS OF THE  
GOVT. OF NCT OF DELHI ACCOUNTS SERVICE

SENIOR ACCOUNTS OFFICER,  
ACCOUNTS OFFICER/PAY AND ACCOUNTS OFFICER  
AND  
ASSISTANT ACCOUNTS OFFICER

Name of officer (in Capital Letters) \_\_\_\_\_

Report for the year/ period ending \_\_\_\_\_

Department of.....

Form

Annual Performance Appraisal Report OF Senior Accounts Officer, Pay & Accounts Officer / Accounts Officer and Assistant Accounts Officer

Report of the year/period ending.....

PERSONAL DATA

PART-1.

(To be filled by the Administrative Section concerned of the office of the Department.)

1. Name of Officer (In capital letter) :
2. Date of Birth :
3. Date of continuous appointment to the present grade :
4. Present post and date of appointment thereto :
5. Period of absence from duty (on leave, training etc.) during the year. If he has undergone training, please specify. :
6. Departmental Exam passed i.e. Common AAO Exam. and year of passing :
7. Educational Qualification :

## PART-2.

**[To be filled by the Officer Reported upon]**

(Please read carefully the instructions given at the end of the forum before filling the entries)

1. Brief description of the duties. :-

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2. Please specify targets/objectives/gals ( In quantitative or other terms ) of work you set for yourself or that were set for you, eight to ten item of work, in the order of Priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

3. A – Please state briefly the shortfall with reference to the targets/ objectives/referred to in item 2. Please specify constraints, if any, in achieving the targets.

B -Please also indicate items in which there have been significantly higher achievements and your contribution there to.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Date.....

Signature of the officer reported upon.

### PART -3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.(Please read carefully the guidelines before filling the entries)

(A). **Assessment of work output** (Weightage to this Section would be 40%).

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5.)	Initial of Reviewing Authority
i). Accomplishment of 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”			

(B). **Assessment of personal attributes** (Weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5.)	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 adhere to time schedule			
viii).Inter-personal relations			
ix). Overall bearing and personality			
Overall Grading on “Personal Attributes”			



**(C). Assessment of functional competency** (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5.)	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			
vi). Initiative			
Overall Grading on "Functional Competency".			

## PART-4

### GENERAL

**1. Relation with the public (wherever applicable).**

(Please comment on the Officer's accessibility to the public and responsiveness to their needs.)

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**2. Training.**

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

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**3. State of Health:**

**4. Integrity:**  
(Please comment on the integrity of the officer)

**5. Pen Picture by Reporting Officer**(in about 100 words) on the overall qualities of the officer including area of strength, extraordinary achievements, significant failures (ref:3(A)&3(B) of Part-2) and attitude towards weaker sections.

**6. Overall numerical grading** on the basis of weightage given in Section A,B & C in Part-3 of the Report.

Signature of the Reporting Officer

Place: Name in block letters:.....

Date: Designation :.....  
(During the period of Report)

## PART-5.

### REMARKS OF THE REVIEWING OFFICER:

1. Length of service under the Reviewing Officer.

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2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-3 & Part-4 ?. Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [refer Part-3(A)(iv)& Part -4(5)].

<b>YES</b>	<b>NO</b>
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add.?

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4. **Pen picture by the Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength and his attitude towards weaker sections .

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5. **Overall numerical grading** on the basis of weightage given in Section A, Section B & Section C in Part-3 of the Report.

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**Signature of the Reviewing Officer**

Place: Name in block letters.....

Date : Designation :.....  
(During the report period).

### **Guidelines regarding filling up of APAR with numerical grading**

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. 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.
3. 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.
4. APARs graded between 6 and 8 will be rated as ‘Very Good” and will be given a score of 7.
5. APARs graded between 4 and short of 6 will be rated as “Good” and will be given a score of 5..
6. APARs graded below 4 will be given a score of “zero”.

Slip-A (To be filled by the officer reported upon).

Department.....

I ..... Designation..... have submitted my APAR form for the period/year ..... to the Reporting Officer, namely Sh./Ms....., Designation.....(Tel.....) on..... after completing Part-II of the APAR form.

Signature.....  
Name :.....  
Tel. No. :.....

To  
**Finance (A/Cs) Department, GNCTD, 4<sup>th</sup> Level, A Wing, Delhi Sectt., New Delhi-2.**

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SLIP-B (To be filled by the Reporting Officer)

Department.....

The under signed has forwarded the APAR of Sh..... Designation..... for the period/year ..... to the Reviewing Officer, namely Sh./Ms....., Designation..... (Tel. No.....) on..... after recording my comments as Reporting Officer.

Signature.....  
Name :.....  
Tel. No. :.....

To  
**Finance (A/Cs) Department, GNCTD, 4<sup>th</sup> Level, A Wing, Delhi Sectt., New Delhi-2.**

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SLIP-C (To be filled by the Reviewing Officer)

Department.....

APAR of Sh./Ms..... Designation..... for the period/year ..... duly reported upon by the Reporting Officer and reviewed by the undersigned is forwarded herewith.

Signature.....  
Name :.....  
Tel. No. :.....

To  
**Finance (A/Cs) Department, GNCTD, 4<sup>th</sup> Level, A Wing, Delhi Sectt., New Delhi-2.**

