

GOVT. OF NCT OF DELHI  
OFFICE OF THE CHIEF ENGINEER  
IRRIGATION & FLOOD CONTROL DEPARTMENT  
4<sup>TH</sup> FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006  
PHONE NO. 011-23862901

No. F.4 (2)/06-Estt./2013/Gen.Circular/CE(I&FC)/ 12825-36

Dated: 18/07/2014

**CIRCULARS**

Copy of the under mentioned papers (circular/Notification) is forwarded for information and necessary action to the following:-

1. All the SEs with the request to forward the same to All EEs under their control  
I&FC Department, Govt. of NCT of Delhi.
2. All the Branch In-charge O/o CE (I&FC),  
I&FC Department, Govt. of NCT of Delhi.
3. Nodal Officer (IT)/SE (FC-III), I&FC Department,  
With the request to upload the same on the official website of this Department.

(VIJAY KUMAR)  
OFFICE SUPERINTENDENT (I&FC)

Sl.No.	Letter/Circular/Endorsement No. and date	Received from	Subject
1.	NO.F.3(1)/2014/S-IV/CC/522-523 dated 1.4.2014	Richa Jt. Secretary (Services)	Regarding initiation of process for completion of Annual Performance Appraisal Report (APARs) in r/o Gr-I, Gr-II, Gr-III & Gr-IV (DASS) and Stenographer Cadre i.e. Principal Private Secretary (PPS), Senior P.A., Stenographer Gr-II & III for the period 2013-14.
2.	No.F.32/2/2011-AC/DS.IV/1055 dated 9.7.2014	H.P. Sharma Dy. Secretary-IV	Completion of Annual Performance Appraisal Reports of Accounts Cadre Officer of Govt. of NCT of Delhi for the year 2013-14.
3.	No.F.11(79)/2014/Power/2045 dated 7.7.2014	Madhu Sudan Dy. Secretary (Power)	Lifting of restrictions for conserving power during peak hours.



201/C

IMPORTANT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES IV DEPARTMENT  
7<sup>th</sup> LEVEL (SECRETARIAL)  
(SECRETARIAL)

No.F.3(1)/2014/S-IV/2014 S-1-1-S-2-3

Dated:- 01/04/2014

To  
All Principal Secretaries/Secretaries and Head of Departments,  
All Local Bodies/Autonomous Bodies/Public Govt. of NCT of Delhi  
Delhi / New Delhi

Subj:- Regarding initiation of process for completion of Annual Performance Appraisal Report (APARs) in respect of Grade I, Grade II, Grade III & Grade IV (DASS) and Stenographer Cadre i.e. PPS, Senior P.A., Stenographer Grade II & III for the period 2013-2014.

Sir/Madam

The Annual Performance Appraisal Report (APARs) in respect of Grade I, Grade II, Grade III & Grade IV (DASS) and Stenographer Cadre i.e. PPS, Senior P.A., Stenographer Grade II & III Officers for the period 2013-2014 will become due for completion from 01-04-2014. It has been observed that the Annual Performance Appraisal Report (APARs) are not reported/Reviewed in time by the concerned officers and due procedure as prescribed under the relevant rules are also not followed. Non-availability of ACRs/ APARs affects the process of promotion, regularization and MACP etc.

In this connection, I would like to draw your attention to the time schedule fixed (copy enclosed) for completion of Annual Performance Appraisal Report and to request you to impress upon the concerned Officers to be reported upon as well as Reporting and Reviewing Officer to follow the same strictly.

As per the instructions of MHA circulated vide No. 51/1-60-Est(A) dated 31.10.1981, it is the personal and special responsibility of Head of every Department/Office to ensure that Annual Confidential Reports (now Annual Performance Appraisal Report (APARs)) are properly maintained in respect of all persons working under his direct or ultimate control.

The reporting officers may be advised that in case the officer to be reported upon does not submit the APAR form containing self appraisal by the stipulated date, the reporting officer may proceed to write the report on the basis of his experience of work and conduct of the officer to be reported upon pointing out his failure to submit his self-appraisal within the stipulated date.

In case, the period under report is less than 12 months or the concerned Reporting/ Reviewing officer has not seen the performance of the officer to be reported upon due to one reason or otherwise, it is the duty of the concerned department to issue a reporting / non reviewing certificate giving the specific reasons to the effect

It is, therefore, requested that the duly completed Annual Performance Appraisal Report in all respect along with a certificate to the effect that no Annual Performance Appraisal Report in respect of Grade I, Grade II, Grade III & Grade IV (DASS) and Stenographer Cadre i.e. PPS, Senior P.A., Stenographer Grade II & III Officers is pending in your Department, should reach this department latest by 30<sup>th</sup> September, 2014. While sending Annual Performance Appraisal Report to this department, it may be certified that the same have been written by the Reporting/ Reviewing Authority during the period under reporting.

The incomplete APARs without having duly signed certificate, will not be entertained at all.

The blank Annual Performance Appraisal Report form for this purpose may be downloaded from the Services Department Website [www.services.nctdelhi.gov.in](http://www.services.nctdelhi.gov.in).

Encl:- As above.

Yours faithfully,

*Richa*  
(RICHHA)

IT. SECRETARY (SERVICES)

Copy to the Superintendent (Coordination), Services Department, NCT of Delhi with the direction to upload the same on the Website of Services Department, NCT of Delhi.



## TIME SCHEDULE

S.No.	Activity	Date by which to be completed	Action is to be taken by
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon).	31 <sup>st</sup> March. (This may be completed even a week earlier)	Administrative Deptt. concerned/ Officer reported upon may download the APAR form from the web-site of Services Deptt. of GNCT of Delhi
2.	Submission of self-appraisal to reporting officer/Administrative Department concerned under intimation to Services Department, Branch-IV/Confidential Cell	15th April	Officer reported upon
3.	Submission of report by Reporting Officer to the Reviewing Officer under intimation to Services Department, Branch-IV/Confidential Cell	15th May	Reporting Officer
4.	Report to be completed by Reviewing Officer and sent to the Administration/Vigilance Section of concerned Administrative Department for onward transmission to Services Department, Branch-IV/Confidential Cell	15th June	Reviewing Officer
5.	APAR shall be disclosed to the officer concerned by his Administrative Department. In case the officer reported upon doesn't represent or offer any comment within 15 days of date of disclosure, APAR may be forwarded to Services Department, Branch-IV/Confidential Cell along with disclosure certificate duly filled in/ signed by the disclosing authority.	31st July	Administrative Department concerned
6.	Representation: If any received, in connection with the adverse entry in APAR or otherwise shall be considered and decided by the Competent Authority as per extant rules. However, in case where the competent authority is Chief Secretary, Delhi the APAR alongwith representation of the Officer reported upon, comments of the Reporting/Reviewing Officer is to be forwarded to Services Department, Branch-IV/Confidential Cell.	31st August	Administrative Department concerned
7.	All the APARs after observing the procedure laid down above, shall be sent to Services Department, Branch-IV/Confidential Cell for taking into record.	30th September, in any case	Administrative Department concerned

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Department of Power  
Government of NCT of Delhi  
8<sup>th</sup> Floor, "B"-wing, Delhi Secretariat,  
New Delhi - 110002

No.F. 11(79)/2014/Power/2045

Dated: 07/07/2014

**CIRCULAR**

**Sub: Lifting of restrictions for conserving power during peak hours**

The Competent Authority had reviewed the Power Situation of Delhi. As the power situation in Delhi has improved remarkably after restoration of the damaged lines, all the following restriction mentioned are withdrawn with immediate effect.

1. Power supply shall not be made available to the malls after 10.00 p.m.
2. High Mast halogen lights in the streets shall be switched off during the night hours
3. Delhi Government offices including Delhi Secretariat, Universities, Colleges and other offices were advised to switch off their air conditioners between 3.30 P.M. to 4.30 P.M.

This is for further necessary action and compliance.

To

1. All DISCOMs
2. PS to Pr. Secretary, GAD
3. GM, SLDC
4. Engg-in-Chief, PWD
5. Exe. Engg (PWD), Delhi Secretariat

Copy to

**All Pr. Secretaries/ Secretaries/ HODs**

Office of the Chief Engineer (MFC),  
Govt. of NCT of Delhi

11.1.07.14  
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14/7  
(Madhu Sudan)  
Dy. Secretary (Power)

14/7

A.O. 2/11.7



2014

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No.F.32/2/2011-AC/ DS.IV/

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI.  
**FINANCE (ACCOUNTS) DEPARTMENT**

'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat,  
IP Estate, New Delhi-110002.  
**23392472**

Dated: July 09, 2014

To

1. All Heads of the Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.
2. Heads of Autonomous Bodies/Grantee Institutions  
under Govt. of NCT of Delhi, Delhi/New Delhi.

Subject: Completion of Annual Performance Appraisal Reports of Accounts Cadre Officers  
of Government of National Capital Territory of Delhi for the year  
2013-14.

Sir/Madam,

The Annual Performance Appraisal Reports (APAR) in respect of the officer of the Government of National Capital Territory of Delhi Accounts Service i.e. Controller of Accounts, Deputy Controller of Accounts, Senior Accounts Officers, Accounts Officers and Assistant Accounts Officers for the financial year 2013-14 are scheduled to be communicated to this Department latest by 31.07.2014.

Non- availability of up-to-date APARs result in delay in conducting the meetings of DPCs for promotion/ regularization of Accounts functionaries, which ultimately hampers the Cadre Management and also results in resentment among the concerned officers.

You are, therefore, requested to instruct the officers-concerned working under your control to ensure the completion of APARs in time and to forward the same, including pending APARs if any, to this department **by the stipulated date i.e. 31<sup>st</sup> July, 2014**. In case, the period under report is less than three months, a non- reporting certificate may be furnished to this effect. Details of pending ACR/APARs pertaining to previous years are also uploaded on the website of Finance Department for information of all concerned.

Blank APAR forms are downloadable from the website of Finance Department i.e. [http://finance.delhigovt.nic.in/accounts\\_cadre/ACR\\_Forms](http://finance.delhigovt.nic.in/accounts_cadre/ACR_Forms).

Office of the Chief Engineer,  
Govt. of NCT of Delhi  
11/07/14  
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EO/ACR/AD/ISS/W/FA

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Yours faithfully  
(H. P. SHARMA)  
Dy. Secretary - IV

Website of FD.

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