

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

No. F.4 (2)/06-Estt./2013/Gen.Circular/CE(I&FC)/ 17545-56

Dated: 30/09/2014

CIRCULARS

Copy of the under mentioned papers (circular/Notification/Endorsement) 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.

(KAUSHAL KISHORE)

ADMINISTRATIVE OFFICER (I&FC)

S.N o.	Circular/ letter/Endorsement No./ Office Memorandum	Received from	Subject
1.	No.f.2(4)/2014/S- IV/CC/1381-1382 dated 15.9.2014	Kailash Chandra, Secretary (Services)	Regarding completion of Annual Performance Appraisal Report (APARs) in r/o DANICS, Adhoc DANICS, DASS Cadre and Stano. Cadre Officers/ Officials.
2.	T.6(3)/EE.CD-XIV/2014- 15/6885-98 dated 18.9.2014	Ex. Engineer, CD-XIV	Advance preparation for work on "Swachchhta Abhiyan" starting from 25 th Sep, to 2 nd Oct, 2014.
3.	No.F.25(III)/DGEHS/431 /DHS/431/2014- 15/49554-827 dated 15.9.2014	Director Health Service	Reg. de-empanelment of diagnostic centers.
4.	No.F.13(80)/SB/MB/UD /14/6652-6653 dated 24.9.2014	D.M. Sapolia, Chief Secretary	Circular regarding 2 nd October, 2014



O/S.
Rana (IT)
2/2

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL
7TH LEVEL 'B' WING DELHI SECRETARIAT
NEW DELHI-110002

No.F.2(4)/2014/S-IV/CC/ 1381-1382

Dated:- 15/9/2014

To

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

Sub:- Regarding completion of Annual Performance Appraisal Report (APARs) in respect of DANICS, Adhoc DANICS, DASS Cadre and Stenographer Cadre Officers/Officials.

Sir/Madam

This department has issued instructions from time to time for timely completion of APARs of DANICS, Adhoc DANICS, DASS Cadre & Stenographer Cadre Officers/officials. However, It has been observed that the Annual Performance Appraisal Reports (APARs) are not reported/reviewed in time and according to due procedure as prescribed under the relevant rules, which affects process of promotion, regularization etc. Meetings of the DPCs get delayed/postponed due to non-availability of ACRs/ Annual Performance Appraisal Report (APARs).

In this connection, I would like to draw your kind attention to the time schedule fixed vide this office circular No. F.2(4)/2012/S.IV/CC/636 dated 17/04/2012(copy enclosed) for completion of Annual Performance Appraisal Report and to request to impress upon the concerned Officers to be reported upon as well as Reporting and Reviewing Officer to follow the time schedule accordingly.

As per provision of MHA O. M. No. 51/14/60-Ests(A) dated 31.10.1961, it is the personal and special responsibility of Head of every Department/Office to ensure that Annual Confidential Reports(now Annual Performance Appraisal Report(APAR)) 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 time.

In case, the period under report is less than three 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 non-reporting / non-reviewing certificate giving the specific reasons to the effect.

It is, therefore, requested that necessary direction may be issued to concerned officers/officials dealing with the APARs of DANICS, Adhoc DANICS, DASS Cadre & Stenographer Cadre to ensure that the Annual Performance Appraisal Reports of these officers/officials are completed within the prescribed time and APARs duly completed in all respects be forwarded to Services Department for record.

The incomplete, and without disclosure certificate, Annual Performance Appraisal Report(s) will not be entertained at all.

Office of the Chief Engineer (BFC)
Govt. of NCT of Delhi

Yours faithfully,

18/09/14

Dr. No. 7497
BIAO/PAT&D/SSW/FA

(KAILASH CHANDRA)
SECRETARY (SERVICES)

Encl:- As above.

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

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT, BRANCH-IV/CONFIDENTIAL CELL
B-WING, 7TH LEVEL, DELHI SECRETARIAT
LP. ESTATE, NEW DELHI

No.F.2/4/2012/S.IV/CC/ 636- 640

Dated: 17/4/2012

To

All Principal Secretaries / Secretaries and Head of Departments
All Local Bodies / Autonomous Bodies/ Public Sector Undertakings
Government of NCT of Delhi
Delhi / New Delhi.

Sub:-Introduction of Annual Performance Appraisal Report (APAR) in place of Annual Confidential Report for Adhoc DANICS Officers.

Sir/Madam,

Keeping in view of the APAR format prescribed by DOPT/MHA and the guidelines on the subject, this Government has prepared format for recording the Annual Report of Adhoc DANICS officers to be known as Annual Performance Appraisal Report (APAR). This newly introduced APAR form enclosed as Annexure-I, shall be used for recording the Annual Report of Adhoc DANICS Officers with effect from the reporting year 2011-2012. The APAR of Adhoc DANICS Officers to be recorded for the period with effect from 01.04.2011 is invariably to be recorded in the new prescribed format. 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 time schedule enclosed herewith by the concerned administrative department where Adhoc DANICS 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 date of such communication. After expiry of the said period, the APAR along with certificate regarding disclosure of APAR (enclosed as Annexure-II) to the concerned DANICS officer shall be sent to Services-IV/Confidential Cell Department for further necessary action in the matter.

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

Further, attention in particular is drawn of the Officer to be reported upon and concerned authorities entrusted with report and review of APAR for ensuring that entries in the table provided on page 2 of the APAR are recorded without fail. A copy of the APAR form in Annexure-I, and Certificate for disclosure of Annual Performance Appraisal Report (Annexure-II) in respect of Adhoc DANICS officers and time schedule for initiating Annual Performance Assessment Report for the reporting year 2011-12 onwards is enclosed. The same can be downloaded from the website of Services Department i.e. <http://services.delhigovt.nic.in/>. This may please be brought to the notice of all Adhoc DANICS officers posted in the Department as well as the Reporting & Reviewing Officers concerned.

Yours faithfully,

Encls: As above.

No.F.2/4/2012/S.IV/CC/ 636 - 640

Dated: 17/4/2012

Copy for information to:-

1. Principal Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Principal Secretary to Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi
4. Copy to Superintendent(Coordination), Services Deptt. with the direction to upload the same alongwith APAR form & format of disclosure certificate on the website of Services Deptt.


(KAILASH CHANDRA)
SPL. SECRETARY (SERVICES)


(KAILASH CHANDRA)
SPL. SECRETARY (SERVICES)

S.No.	Activity	Date by which to be completed	Action is to be by
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon).	31st March. (This may be completed even a week earlier)	Administrative Department 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

**OFFICE OF THE EXECUTIVE ENGINEER; CD-XIV
FLOOD CONTROL DEPARTMENT; GOVT. OF DELHI
IVTH FLOOR ISBT BLDG; KASHMERE GATE; DELHI.**

No. T.6(3)/EE.CD-XIV/2014-15/ 6885-98

Dated:- 18/9/14

To,

The Engineer Officer , Zone-I&II,
The Surveyor of Works, Zone-I&II
The Executive Engineer(P&D), Zone-I&II
The Administrative Officer,
✓ The F.A-cum-Accounts Officer,
Office of the C.E.(I&FC)
Govt. of NCT of Delhi,
4th Floor ISBT Bldg, Delhi.

Sub:- Advance preparation for work on "Swachchhta Abhiyan" Starting from 25th
September,2014 to 2nd October,2014.

Sir,

Minutes of meeting held on 05.09.2014 under the chairmanship of the Chief Secretary, Delhi vide letter No.F,2(104)/ADLB/2014/4839-52 dated 10.09.2014 has been received in this office from the office of Dy.Director(local bodies) 9th level C Wing Delhi Secretariat, Delhi. In the meeting Chief Secretary has directed to keep offices clean. Therefore it is requested to kindly direct the staff under your control to maintain the cleanness in your office.

Yours faithfully,

(N.S.P.PATWAL)
Executive Engineer, CD-XIV

No. T.6(3)/EE.CD-XIV/2014-15/

Dated:-

Copy forwarded for information to:-

1. The Chief Engineer-I & II, I&FC, Department, GNCTD, 4th Floor ISBT Delhi.
2. The S.S.W-I & II, I&FC Department, GNCTD, 4th Floor ISBT Bldg, Delhi.
3. Superintending Engineer(FC-I0, GNCTD, L.M. Bund Office Complex Shastri Nagar, Delhi.
4. Assistant Engineer-IV, CD-XIV to monitor & maintain cleaning in the office complex of I&FC Department at 4th Floor ISBT Bldg, Delhi.

Office of the Chief Engineer(I&FC),
Govt. of NCT of Delhi

19/09/14
Dy. No. 578
EO/AO/P&D/SSW/FA

Executive Engineer, CD-XIV

P.L. Cumber

19/9
sam
19/9/14

URGENT/SPEED POST

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF HEALTH SERVICES
F-17, KARKARDOOMA, SHAHDARA, DELHI-110032

No. F. 25(III)/DGEHS/431/DHS/431/ 2014-15/ 49554-827 Dated- 15/09/2014

OFFICE MEMORANDUM

In pursuance of the decision conveyed by the Joint secretary, Ministry of Health & Family Welfare, Govt. of India, regarding de-empanelment of certain diagnostic centers in the public interest of public health, safety and ethics, the Competent Authority has directed de-empanelment of following diagnostic centers earlier empanelled under DGEHS with reference to the Clause of Para 20(b) of DGEHS agreement with the said centers which stipulates that empanelment with DGEHS shall stand automatically terminated whenever the empanelment of the diagnostic center is terminated with CGHS due to any reason.

S.No.	Diagnostic Centre
1.	Star Imaging & Path Lab (P) Ltd.
2.	City X-Ray & Scan Clinic Pvt. Ltd.
3.	Dewan Chand Imaging & Research Centre
4.	Global Diagnostic Pvt. Ltd

Accordingly, all departments/institutions under GNCTD are hereby requested to direct their DGEHS beneficiaries not to avail any type of Scheme related facility or services from said diagnostic centers as the same shall not be admissible under DGEHS.

Dr. S.K. Sharma
(Dr.S.K.Sharma)
Director Health Service

To,

The Concerned Chairman/CEO/ Director/Medical Supdt.

No. F. 25(III)/DGEHS/431/DHS/431/ 2014-15/49554-827 Dated- 15/09/2014
Copy for information to:-

1. Pr. Secretary to Lt. Governor, Govt. of NCT of Delhi, Raj Niwas Marg, Delhi- 10054.
2. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
3. Secretary (Health). Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
4. All Heads of Department of Government of NCT of Delhi
5. Registrar General, Delhi High Court
6. Controller of Accounts, GNCTD (with request to forward a copy of OM to all PAOs)
7. Medical Superintendent of all Hospitals under Govt. of NCT of Delhi.
8. All HODs / CDMOs under DHS (with the request to inform all concerned)
9. Addl. Director, SHIB/Computer Branch, DHS (HQ) (with the request to upload this OM on our website. <http://www.health.delhigovt.nic.in> > DHS > DGEHS or http://www.Delhi.gov.in/wps/wcm/connect/doit_health/Health/Home/DHS/DGEHS
10. Guard file.

Dr. S.K. Sharma
(Dr.S.K.Sharma)
Director Health Service

Office of the Chief Engineer (I&FC),
Govt. of NCT of Delhi

23/09/2014
Dy. No. 1672
EO/AO/PAP&D/SSW/FA

Horse 1.0.4

Dev. Commissioner
Dev. H.Q. (Personal Br.)
Dy. No. 1947
Date 25/9/2014

Govt. of NCT of Delhi
OFFICE OF THE CHIEF SECRETARY
Delhi Secretariat, I.P. Estate, New Delhi.

No. F.13(80)/"SB"/MB/UD/14/ 6652-6653

Dated: 24/9/2014

CIRCULAR

Hon' Prime Minister of India is going to launch the first phase of Swachh Bharat Abhiyan on October 2, 2014. All the Central Ministries and State Governments have been requested to actively participate in this nationwide campaign.

On the part of the Delhi Government, all Departments / Public Sector Undertaking and associated bodies are hereby directed to ensure that they should reach their office at 9.00 AM alongwith their staff and should take pledge alongwith Hon' Prime Minister at 9.30 a.m. After this pledge, they should participate in a cleanliness campaign in their office premises and surroundings in active participation of their staff. Department-wise specific program has already been circulated by the Urban Development department in the form of a power point presentation made to the Hon' Minister of Urban Development, Government of India on September 18, 2014.

All the departments are directed to further ensure that they chalk out specific daily work and targets for the first phase of Swachh Bharat Abhiyan from October 2, 2014 to October 31, 2014. A copy of the plan so prepared should be sent to the Secretary, Urban Development, Government of NCT of Delhi by September 28, 2014 without fail.

*Prepare plan
for cleanliness/week
in B. Office
25/9*

*Sh. Kam. Nair
25/9/14*

24/9/14
(D.M. SPOLIA)
Chief Secretary

No. F.13(80)/"SB"/MB/UD/14/ 6652-6653

Dated: 24/9/2014

Copy to:

1. All Pr. Secretaries/Secretaries/HOD, Delhi Government.
2. OSD to Chief Secretary for information please.

All H.O.s

*E.O.P. circulate to all E&S, S&S
Part up above program by today evening.*

Office of the Chief Engineer,
Govt. of NCT of Delhi

25/09/14
Dy. No. 7735

EO BRANCH
DIARY No. 4115
DATE 25/9/14

11/24

OFFICE OF THE CHIEF ENGINEER
IRRIGATION AND FLOOD CONTROL DEPARTMENT
GOVT. OF NCT OF DELHI

4TH FLOOR, 15BT BUILDING, K. GATE
DELHI - 110006

NO. CEF/E.O.I/SDA/2014-15 17197-224

DATED: 25/09/2014

Copy forwarded for information and necessary action on the remarks given by CE(18FC), Zone-I on this Circular, to

1. Chief Engineer (18FC) I & Zone-II
2. S.E.: FC-I, II, III & IV
3. EE: CD-I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII & XIV
4. EE: MD-I, II, III & IV
- ✓ S. EE (P&D), S.W. Branch, A.O. Branch, F.A. Branch.

Pant
25/9/14

Engineer Officer - II