

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

F.9(2)/2010/LC/Vig./ACR/203

Dated: 23/04/15

CIRCULAR

It is brought to the notice of all the DLCs/Branch In-charges / Reporting Officers/ Reviewing Officers that prescribed time schedule for completion of ACRs/APARs is not being complied with strictly. Copy of time schedule for completion of ACRs/APARs is enclosed herewith for strict compliance by all the DLCs/ Branch In-charges/ Reporting Officers/ Reviewing Officers.

All the DLCs/ Branch In-charges/ Reporting Officers are 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 concerned department to issue a non-reporting/ non-reviewing certificate giving specific reasons to the effect.

It has been observed that due to Non-Reporting/ Review or non-receipt of ACRs/APARs in time as per due procedure, meetings of departmental promotion committees to process cases for promotion, regularization and grant of benefits of MACP, get delayed /postponed which affects the interests of Officers/ Officials concerned.

Therefore, all the DLCs/ Branch In-charges of this department are directed to forward the complete ACRs/ APARs (duty reported & reviewed) for the year 2014-15 and for the year prior to 2014-15 (if due) in r/o all the officers/ Official working under

their respective supervision, to this Branch latest by 15-06-2015, so that the same could be sent to concerned authority for further necessary action at their end.

Encls: As Above



(V.S Arya)

Jt. Labour Commissioner(Vig.)

All District Officers/Branch In-charges

Labour Department

F.9(2)/2010/LC/Vig./ ACR/ 2-3

Dated: 23/4/2015

Copy to:

1. PA to Commissioner (Labour), Labour Department, Delhi.
2. PA to Spl. Commissioner (Labour), Labour Deptt., Delhi.
3. PA to Addl. Commissioner (Labour), Labour Deptt., Delhi.
4. All JLCs/DLCs of Labour Deptt., Delhi.
5. ALC(Admn.), Labour Department, Delhi.
6. AO/AAO, Accounts Branch, Labour Deptt., Delhi.
7. S.O (Plg.), Labour Deptt., Delhi.
8. ✓ System Analyst, Labour Deptt., Delhi with the request to upload the above circular on the website of the Labour Department, Govt. of NCT of Delhi.



Jt. Labour Commissioner(Vig.)

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).	31st 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