

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2016/Misc./dcaaudit/3217-3219

Dated: 22/04/16

**Sub.: Instructions Guidelines relating to filling up the Integrity Column of Annual Performance Appraisal Reports-regarding.**

Please find enclosed herewith the copy of Dy. Secretary (Services), Services Department, Branch-IV/Confidential Cell letter No. 611-614 dated 06.04.2016 on the subject cited above with the request to bring the contents of the letter to the notice of all the officers working in respective branches for information and taking necessary action accordingly.

This issues with the prior approval of the Competent Authority.

  
**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. All the Branch Incharges, Directorate of Audit.
2. AAO(Audit)Nodal Officer (Website)
3. Dealing Clerk (APAR), Admn. Branch.

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

No. F. 2 (1)/2010/S.IV/CC/G11-614

Dated: 6/4/2016

To

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

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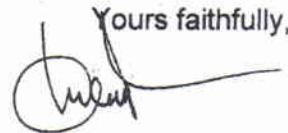
**Sub: Instructions Guidelines relating to filling up the Integrity Column of Annual Performance Appraisal Reports-regarding**

Sir / Madam,

I am directed to enclose herewith a copy of Office Memorandum No. 21011/27/2015-Estt.(A-II) dated 11<sup>th</sup> February, 2016 of Government of India, Ministry of Personnel, P.G. and Pensions, Department of Personnel & Training, on the subject cited above and to request that further action for strict compliance of instructions / guidelines may please be taken.

It is further requested that contents of the above referred O.M. may please be brought to the notice of all Officers of the departments and subordinate offices.

Yours faithfully,



(MUKESH KUMAR SHARMA)  
DY. SECRETARY (SERVICES)

Dated: 6/4/2016

No.F.2 (1)/2010/S.IV/CC/ G11-614

Copy for information to:-

- Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
- Principal Secretary to Chief Minister, GNCT of Delhi.
- Staff Officer to Chief Secretary, GNCT of Delhi.



(MUKESH KUMAR SHARMA)  
DY. SECRETARY (SERVICES)

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THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI  
09 MAR 2016  
Dy. No. ....  
No. F. 9(3) (36)/2016 -RN/8-800

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LT. GOVERNOR'S SECRETARIAT

Raj Niwas : Delhi-110054.  
(Administration Branch)

Delhi Sachiv Dated: 08/03/2016  
R&I Br.  
Govt. of NCT of Delhi  
09 MAR 2016

SS(S)  
11/3/16

To  
The Chief Secretary  
Govt. of NCT of Delhi,  
5<sup>th</sup> Level, ' Delhi Secretariat,  
I.P. Estate, New Delhi.

11/3/16/11643

Sub: Instructions/ Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Report regarding.

so to CS  
9/2/16  
Prdey (Per)

Sir,

I am directed to enclose herewith the Government of India, Office Memorandum No.21011/27/2015-Estt.(A-II) dated 11<sup>th</sup> February, 2016 received from Sh. Devesh Chaturvedi, Joint Secretary to the Govt. of India, Ministry of Personnel, P.G. and Pensions (Department of Personnel & Training), for further necessary action at your end.

2/11/16  
SS (Services)

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Yours faithfully,

Vishwendra

(Vishwendra)

P.S to Lt. Governor, Delhi

Encl: As above.

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No.21011/27/2015-Estt. (A-II)

Government of India

Ministry of Personnel, P. G. and Pensions

Department of Personnel & Training

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21/11/16

North Block, New Delhi-110001

Dated: 11/February, 2016

Office Memorandum

**Subject: Instructions/Guidelines relating to filling up the Integrity Column of Annual Performance Assessment Reports-regarding.**

The undersigned is directed to refer the existing instructions/ guidelines of this Department on filling up the column relating to integrity in ACRs (now APARs). It has been brought to the notice that many a time Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

2. Now, it has been decided to reiterate the followings instructions/guidelines contained in para 5.2 of this Department OM No. 51/5/72-Ests. (A) dated 20<sup>th</sup> May, 1972 on procedures prescribed for filling up the column relating to integrity in APARs:

(a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilised for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.

(b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.

(c) A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.

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(d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

(e) There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Deptt. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(f) There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

3/ It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:

- (a) Beyond doubt.
- (b) Since the integrity of the officer is doubtful, a secret note is attached.
- (c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

4. All Ministries/Departments are requested to bring it to the notice of all concerned for strict compliance.

(Devesh Chaturvedi)

Joint Secretary to the Govt. of India  
Ph. 23094398

All Ministries/Departments of the Govt. India  
(As per standard list)