

OFFICE OF THE LABOUR COMMISSIONER
GOVT. OF NCT OF DELHI
5, SHAM NATH MARG, DELHI-110054

F.1473/Misc./LC/Estt./09/Pt.file

Dated:-

Subject:- Adherence to timelines in reporting, review and submission of Annual Performance Appraisal Report (APARs) in respect of Entry/Selection/JAG II & JAG-I DANICS Officers submission of pending APARs regarding.

Enclosed please find copy of circular no. F.2(7)/2016/S-IV/CC/1771-1775 dated 01.11.2017 received from Dy. Secretary (Services), Services-IV Department/Confidential Cell, GNCTD for information and necessary compliance.

To,
All DANICS Officer
Labour Department.

(NITA SHARMA)
DY. LABOUR COMMISSIOER (AMDN.)/HOO

F.1473/Misc./LC/Estt./09/Pt.file 2344

Dated:- 17/11/17

Copy forwarded for information and necessary action to:-

1. PA to Secy-cum-Labour Commissioner for information.
2. PA to Spl. Commissioner (Labour)
3. System Analyst with the request to upload the circular on the website of the department.
4. Guard File


DY. LABOUR COMMISSIOER (AMDN.)/HOO

9213/SPD2C
11/17

1234/LC
07/11/17

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

No.F.2 (7)/2016/S-IV/CC/1771-1775

Dated: 01/11/2017

CIRCULAR

Spl. LC

Sub: Adherence to timelines in reporting, review and submission of Annual Performance Appraisal Report (APARs) in respect of Entry / Selection / JAG II & JAG-I DANICS Officers- submission of pending APARs regarding.

Dec (Adm)
Pl circulate to all DANICS officers - immediately
08/11/17

Attention is invited to Services Department letter No.F.2/ (3) / 2017 / S.IV / CC / 427-431 dated 27.03.2017, regarding recording and submission of APARs (Annual Performance Appraisal Report) of DANICS officers.

2. As already communicated vide letter dated 27.03.2017, the entire process of completion of APAR was to be carried out by the concerned administrative department where DANICS Officer reported upon remained posted, as per prescribed time schedule according to guidelines issued by the Ministry of Home Affairs, which has already been circulated to all departments vide this office circular No.F. 2/1/2012/S.IV/CC/579-584 dated 03.04.2012.

08-11-17

3. However, it has been observed that the prescribed time schedule is not being adhered to strictly resulting delay in reviewing and accepting of APARs by the Competent Authority concerned. Besides, on account of non adherence to timelines, the periods which might have been reported and reviewed with appropriate assessment (compatible to performance of officer reported upon with actual gradings), are covered by issuance of Non Reporting Certificate.

AO (Adm)

4. Due to non availability of APARs as per prescribed timelines, the Cadre Controlling Authority i.e. Ministry of Home Affairs, faces difficulties in completion and submission of proposal to UPSC, resulting in delay in convening meetings of DPCs for grant of promotion and regularisation etc. to the concerned officers. Further, non-completion of APARs within fixed timelines delays the process of final submission of APAR to Ministry of Home Affairs, which may affect the career of the officer being reported upon.

and today
10-11-17

Please circulate urgently as directed above
Sh. Naveen

5. Therefore, it is reiterated that timelines for completion and submission of APAR of DANICS Officers, as fixed by Ministry of Home Affairs, need to be strictly adhered to, so that completed APARs are available for submission to DPC at the hour of need.

[Signature]

6. All officers in your department may accordingly be sensitized of the importance and need for timely reporting, review and submission of Annual Performance Appraisal Report to Services Department as per time schedule circulated No.F. 2/1/2012/S.IV/CC/579-584 dated 03.04.2012.

7. This issue with the approval of Secretary (Services).



(ASHWANI KUMAR MEHTA)
DEPUTY SECRETARY (SERVICES)

To

All Principal Secretaries/Secretaries and Head of Departments,
All Local Bodies/Autonomous Bodies/PSUs, GNCT of Delhi,
Delhi / New Delhi.

No.F.2 (7)/2016/S-IV/CC/1771-1775 Dated: 01/11/2017

Copy to:-

1. Principal Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Joint Secretary to Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi.
4. Section Officer (Coordination), Services Department, with the request to upload the circular on the website of Services Department.



(ASHWANI KUMAR MEHTA)
DEPUTY SECRETARY (SERVICES)