

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, N. DELHI-02
(ADMINISTRATION BRANCH)

F.No.10(257)/2015/DSW/Estt/ 111

Dated: 20/4/17

To

The Sr. System Analyst
Department of Social Welfare
Govt. of NCT of Delhi
GLNS Complex, Delhi Gate, New Delhi

Sub: Initiation and completion of Annual Performance Appraisal Report (APARs) in respect of Entry/Selection/JAG II & JAG-I DANICS Officers, for the reporting year 2016-17

Sir,

Please find enclosed herewith a letter no. F.2(3)/2017/S-IV/CC/427-431 dated 27.03.17 which is received from Deputy Secretary (Services), Services Department/Confidential Cell, 7th level 'B' Wing, Delhi Secretariat, New Delhi regarding above mentioned subject to upload the same on the website of Department of Social Welfare.

Encl: As above.

Yours faithfully,

Dy. Director (Admn. - I)

Office of the Secretary
Dept. of Social Welfare
Govt. of NCT of Delhi

30 MAR 2017

1472

Dy. No.

No.F.2 (3)/2017/S-IV/CC/427-431

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

Dated: 27/03/2017

To

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

Sub: Initiation and completion of Annual Performance Appraisal Report (APARs) in respect of Entry / Selection /JAG II & JAG-I DANICS Officers, for the reporting year 2016-17.

Sir/Madam,

The Annual Performance Appraisal Report (APARs) in respect of DANICS Officers for the reporting year 2016-17 will become due for completion with effect from 01/04-2017.



Accordingly, kind attention is invited to the time schedule Annexure-II to form of Annual Performance Appraisal Report available on Services Department Website www.services.delhigovt.nic.in alongwith this office circular No. F. 2(1)/2012/S.IV/CC/579-584 dated 03/04/2012 for completion of Annual Performance Appraisal Report. It is also requested to impress upon the concerned Officers to be reported upon as well as Reporting and Reviewing Officer to follow the same strictly.

It has been observed that the Annual Performance Appraisal Report (APARs) are not reported/Reviewed by many officers in time according to recommended procedure as prescribed under the relevant rules, which affects process of promotion, regularization etc. Due to this, Meetings of the DPCs get delayed/postponed.

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 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 APAR on the basis of his / her own experience about work and conduct of the officer to be reported upon, pointing out his / her failure to submit his/ her 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 further requested that duly completed Annual Performance Appraisal Report may be disclosed to the officer reported upon by the department itself. Comments/representation, if any, received from the officer reported upon post disclosure of APAR may also please be ensured to be considered and decided by the department itself. Thereafter, the Annual Performance Appraisal Report completed in all respect along with a certificate of disclosure



Handwritten notes on the left margin: 'Dsw', 'Dwca', '31/3/17', 'DD (Admin)'. There is also a handwritten '30/3/17' near the top left.

Handwritten initials 'b' and '3/5' on the left margin.

Handwritten initials 'B', 'BY', and 'S.S.K.' on the left margin.

to the effect that Annual Performance Appraisal Report has been shown to the DANICS Officer reported upon, should reach this department latest by 31th July, 2017.

The blank Annual Performance Appraisal Report forms for this purpose may be download from the Services Department Website www.services.delhigovt.nic.in. This may please be brought to the notice of all DANICS Officers posted in the Department.

Yours faithfully,

Deepak Virmani
27/05/17

(ANOOP THAKUR)

DEPUTY SECRETARY (SERVICES)

Dated: 27/03/2017

No.F.2 (3)/2017/S-IV/CC/427-43)

Copy for information to:-

1. Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Sh. Deepak Virmani, Additional Secretary to Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi.
4. Superintendent(Coordination), Services Department, with the request to upload the letter on website of Services Department.

Deepak Virmani
27/05/17

(ANOOP THAKUR)

DEPUTY SECRETARY (SERVICES)

Admn

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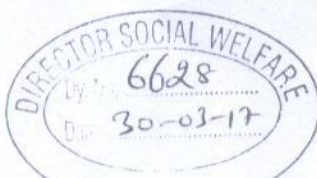
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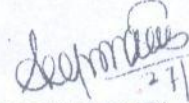
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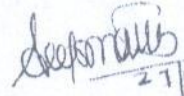
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3. Staff Officer to Chief Secretary, GNCT of Delhi.
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(ANOOP THAKUR)
DEPUTY SECRETARY (SERVICES)

Director Social Welfare
of GNCT of Delhi
30 MAR 2017
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Dy. No. No.F.2 (3)/2017/S-IV/CC/427-431

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DIRECTOR SOCIAL WELFARE
Dy. No. 6658
Date. 30-03-17

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