

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI.
(VIGILANCE BRANCH)

No.F.3(687)/2010/Vig./APAR/1410-1411

Dated: 23-12-19

To

1. All Principals of ITs/ITIs/Degree Colleges/Universities under DTTE
2. All Deputy Directors, DTTE (HQ)
3. Controller, BTE.
4. DCA, DTTE(HQ)
5. All Branch Incharges, DTTE (HQ)

SUB: Regarding amendment in column 'State of Health' of APAR in respect of Ex-cadre employees of DTTE.

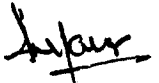
Sir/Madam,

Please refer to Services Department, GNCT of Delhi circular no. F.4(1)/2017/Misc.S-IV/ Supdt.Cood/3910 dated 05/08/2019 (copy enclosed) vide which it has been informed that Hon'ble LG, Delhi has approved the mandatory "**Annual Health Check-up Scheme**" in respect of all serving employees of GNCT of Delhi aged 40 years and above, and summary of Health/Medical Report shall be a part of the Annual Performance Appraisal Report (ARAR).

Accordingly, in pursuance of Services Department's Circular dated 05/08/2019 necessary amendment/addition has been made as para-E in the Numerical Assessment Proforma of the APARs which is enclosed herewith for information and further necessary action at your end. Rest of the parts of the APAR proforma will remain unchanged.

All concerned are hereby requested to ensure that APARs of all ex-cadre officers/officials may henceforth be reported/reviewed in the revised proforma. The updated/revised Proforma of APARs can also be downloaded from the **DTTE website ddtte@nic.in**.

Encls: As above


(A.N. GAUR)
Dy. Director (Vig.)

No.F.3(687)/2010/vig./APAR/

Dated:

Copy to the following for information and necessary action:-

- 1) P.S. to Secretary (TTE).
- 2) P.S. to Director (TTE).
- 3) P.A. to Jt. Director (DTTE).
- 4) System Analyst, DTTE(HQ) with the request to upload the enclosed proformas of same on DTTE website.
- 5) Dy Secretary (Services) w.r.t. Circular No. F.4(1)/2017/Misc/S-IV/Supt.Cood/3910 dated 05/08/2019.

NUMERICAL ASSESSMENT

(To be filled by Reporting and Reviewing Officers)

Name of the Officer reported upon _____

Report for the period _____

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10. where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

	Reporting Officer	Reviewing Officer (Revised Grades, if does not agree with column No.2)	Initials of Reviewing Officer
(A) Assessment of work output (weightage to this section would be 40%)			
1) Accomplishment of planned work/work allotted as per subjects allotted			
2) Quality of Output			
3) Analytical ability			
4) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on "work output"			
(B) Assessment of Personal attributes (weightage to this section would be 30%)			
1) Attitude to work			
2) Sense of responsibility			
3) Maintenance of Discipline			
4) Communication Skills			
5) Leadership qualities			
6) Capacity to work in team spirit			
7) Capacity to adhere to time-schedule			
8) Inter-personal relations			
9) Overall bearing and personality			
Overall Grading on "Personal Attitude"			
(C) Assessment of Functional Competency (weightage to this section would be 30%)			
1) Knowledge of Rules/Regulations/procedures in the area of function and ability to apply them correctly			
2) Strategic Planning ability			
3) Decision making ability			
4) Coordination ability			
5) Ability to motivate and develop subordinates			
6) Initiative			
Overall Grading on "Functional Competency"			

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(D) Overall Numerical Grading on the basis of weightage given in Section A, B and C

(E) Status of Health (Medical Certificate to be attached in case of employees 40 years and above)

Date: _____

Signature of the Reporting Officer

Name
Designation