

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF EXCISE, ENTT. & LUXURY TAXES
L-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI -110002.

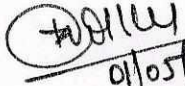
No. Misc/Excise/Admn/ 2013/Vol.II/PF/ 5083-5088

Dated: 01/05/2019

CIRCULAR

Sub: Regarding intimation for completion of Annual Performance Appraisal/Assessment Report (APARs) in respect of Officers appointed on emergent basis carrying duties and responsibility equivalent to Officers of Entry Grade of DANICSm DASS Grade -I, II, III & IV and Stenographer Cadre officers/officials for the period 2018-19.

With reference to letter No F 2 (4)/2019-S-IV/CC/926 dated 08/4/2019 issued by Deputy Secretary (Services), GNCTD, all the staff members of this Department are hereby directed to ensure the time schedule prescribed for completion of APARs (copy enclosed) for the year 2018-19.


01/05/2019

(LALIT MITTAL)

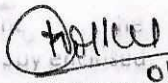
ASSTT. COMMISSIONER (ADMN)

No. Misc/Excise/Admn/ 2013/Vol.II/PF/ 5083-5088

Dated: 01/05/2019

Copy to:

1. PS to Commissioner Excise Department, GNCTD.
2. PA to Dy. Commissioner (I & II), Excise Department, GNCTD.
3. All Branch In-charges, Excise Department: Staff members of this Department directed for completion of APARs
4. DCA, Accounts Branch, Excise Department. period 2018-19
5. Sr. System Analyst, Excise Department with the request to upload in the website of this Department.


01/05/2019

(LALIT MITTAL)

ASSTT. COMMISSIONER (ADMN)

3006/Adm
22/4/19

DCE/1702

6/c

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

No.F.2(4)/2019/S-IV/CC/926

Dated: 08/04/2019

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

PS/SECRET 2823
DATE 15/4/19

Sub: Regarding initiation for completion of Annual Performance Appraisal / Assessment Report (APARs) in respect of Officers appointed on emergent basis carrying duties and responsibility equivalent to Officers of Entry Grade of DANICS, DASS Grade-I, II, III and IV & Stenographer Cadre officers/officials for the period 2018-19.

Sir/Madam,

The Annual Performance Appraisal / Assessment Report (APARs) for the period 2018-19 in respect of Officers appointed on emergent basis carrying duties and responsibility equivalent to officers of Entry Grade of DANICS, all duty posts of DASS Grade-I, II, III, IV & Stenographer Cadres will become due for completion with effect from 01-04-2019. It has been observed that the Annual Performance Appraisal Report (APARs) are not Reported/Reviewed by many officers in time and as per due procedure, as prescribed under the relevant rules, which affects process of promotion, regularization etc. Meetings of the DPCs get delayed/postponed due to non-availability of ACRs/ Annual Performance Appraisal Report (APARs).

Further, all the authorities/officers are requested to ensure that the time schedule prescribed for completion of APARs (copy enclosed) be strictly complied with.

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 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 the concerned department to issue a non-reporting / non-reviewing certificate giving the specific reasons to the effect.

It is, therefore, requested that the duly completed Annual Performance Appraisal Report in all respect along with a certificate to the effect that Annual Performance Appraisal Report in respect of Officers appointed on emergent basis, all duty posts of DASS Grade-I, II, III, IV & Stenographer Cadres is not pending in your Department, should reach in Services Department latest by 30th September, 2019. While, sending Annual Performance Appraisal Report to this department, it may be Certified that the same have been written by the competent authority by following the channel of Reporting and Reviewing of Annual Performance Appraisal Report.

The incomplete, and without disclosure certificate, Annual Performance Appraisal Report(s) will not be entertained at all.

The blank Annual Performance Appraisal Report forms for this purpose may be downloaded from the Services Department Website www.services.delhigovt.nic.in.

Encl: As above.

By D. K. Chawla, Deputy Secretary (Services) &
L. S. Datta, Deputy Secretary (Services)
6/4/19
15/4/19

Yours faithfully,

A
5/4/19
(AJAY KUMAR CHAWLA)
DEPUTY SECRETARY (SERVICES)

No.F.2(4)/2019/S-IV/CC/926

Dated: 08/04/2019

Copy to the Section Officer (Coordination), Services Department, GNCT of Delhi with the direction to upload the same on the website of Services Department, GNCT of Delhi.

A
5/4/19
(AJAY KUMAR CHAWLA)
DEPUTY SECRETARY (SERVICES)

P
15/4
ACCA (Admin)
18/4/19

A
22/04
Shobhab
22/4/19
DA/Adm

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

5/ TIME BOUND 1/c

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

No.F.2/4/2012/S.IV/CC/ 636- 640

Dated: 17/4/2012

To

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

Sub:-Introduction of Annual Performance Appraisal Report (APAR) in place of Annual Confidential Report for Adhoc DANICS Officers.

Sir/Madam,

Keeping in view of the APAR format prescribed by DOPT/MHA and the guidelines on the subject, this Government has prepared format for recording the Annual Report of Adhoc DANICS officers to be known as Annual Performance Appraisal Report (APAR). This newly introduced APAR form enclosed as **Annexure-I**, shall be used for recording the Annual Report of Adhoc DANICS Officers with effect from the reporting year 2011-2012. The APAR of Adhoc DANICS Officers to be recorded for the period with effect from 01.04.2011 is invariably to be recorded in the new prescribed format. APAR recorded in any other format with effect from the reporting year 2011-2012 shall not be accepted.

The entire exercise of completion of APARs shall have to be carried out as per time schedule enclosed herewith by the concerned administrative department where Adhoc DANICS Officer is posted. After the APAR is reported and reviewed, complete APAR shall be disclosed to the Officer reported upon seeking his/her comments, if any, within 15 days of date of such communication. After expiry of the said period, the APAR along with certificate regarding disclosure of APAR (enclosed as **Annexure-II**) to the concerned DANICS officer shall be sent to Services-IV/Confidential Cell Department for further necessary action in the matter.

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 other, it is the duty of the concerned department to issue a non-reporting /non-reviewing certificate giving the specific reasons to the effect.

Further, attention in particular is drawn of the Officer to be reported upon and concerned authorities entrusted with report and review of APAR for ensuring that **entries in the table provided on page 2 of the APAR are recorded without fail**. A copy of the APAR form in Annexure-I, and Certificate for disclosure of Annual Performance Appraisal Report (Annexure-II) in respect of Adhoc DANICS officers and time schedule for initiating Annual Performance Assessment Report for the reporting year 2011-12 onwards is enclosed. The same can be downloaded from the website of Services Department i.e. <http://services.delhigovt.nic.in/>. This may please be brought to the notice of all Adhoc DANICS officers posted in the Department as well as the Reporting & Reviewing Officers concerned.

Yours faithfully,


Encs: As above.

No.F.2/4/2012/S.IV/CC/ 636- 640

Dated: 17/4/2012

Copy for information to:-

1. Principal Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Principal Secretary to Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi
4. Copy to Superintendent(Coordination), Services Deptt. with the direction to upload the same alongwith APAR form & format of disclosure certificate on the website of Services Deptt.


(KAILASH CHANDRA)

SPL. SECRETARY (SERVICES)


(KAILASH CHANDRA)