

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT: ADMINISTRATION BRANCH
5/9 UNDER HILL ROAD : DELHI : 110 054

F.No.4(40)/Admn/TPT/2016/

83815

Dated: 18/11/19

CIRCULAR

Subject: Regarding amendment of APARs in r/o Ex-Cadre officers/officials of Transport Department.

In pursuance of Services Department, GNCT of Delhi letter no. F.No. 4(1)/2017/Misc/S-IV/081452118/4647-4649 dated 24.09.19 and Circular No. F.No. 4(1)/2017/Misc/S-IV/Supd.Cood./3910 dated 05.08.19, APARs in r/o Ex-Cadre officers/officials of Transport Department have been amended in case of Govt. employees who are aged forty years and above. According to which in the column of State of Health "Summary of Medical report to be attached" in their APARs by the Ex-Cadre officers/officials of Transport Department, mentioned as under:

State of Health (Summary of Medical Report attached).

This issues with the approval of Additional Chief Secretary (TPT).


(Anil Kumar)

Administrative Officer

Dated: 18/11/19

Encl. As above

F.No.4(40)/Admn/TPT/2016/

83815

Copy to:

1. PS to Additional Chief Secretary (TPT), Govt. of NCT of Delhi.
2. PA to SCOT (ops), TPT.
3. PA to SCOT (Admn.), TPT.
4. All DCs/All Branch In charge. of Tpt Dept. for compliance (copy of APARs enclosed).
5. System Analyst with the request to upload these APARs in r/o of ex-cadre officers/officials on the website of the department.
6. Guard file.


(Anil Kumar)

Administrative Officer

b2u

REMARKS BY THE REVIEWING OFFICER

1. Length of service under reviewing Officer : _____

2. Do you agree or disagree with the assessment of the Officer given by the Reporting Officer? Is there anything you wish to modify or add? : _____

3. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the outstanding work of the officer : _____

4. (a) Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn : _____

(b) Recommendations regarding suitability for other spheres or work. viz. : _____

Place:

Date:

**SIGNATURE OF THE REVIEWING OFFICER
NAME IN BLOCK LETTERS:
DESIGNATION:
(During the period of Report)**

[Handwritten signature]

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT
5/9, UNDER HILL ROAD, DELHI-54

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR EX-CADRE OFFICERS

Confidential Report on _____
Report for the year/period ending _____

PART-I
PERSONAL DATA

- 1. Name of the officer : _____
- 2. Date of birth : _____
- 3. Date of continuous appointment
To the present grade viz, : _____
- 4. Present post and date of
appointment thereto : _____
- 5. Period of absence from duty on leave,
training etc. during the year : _____
- 6. Date of filling and Annual
property return : _____

PART-II

ASSESSMENT BY THE REPORTING OFFICER

- 16. State of health ((Summary of Medical Report
to be attached, in case the Govt. employee is
aged 40 years and above)) : _____
- 1. General Assessment : _____

- 2. Integrity : _____

Place:
Date:

SIGNATURE OF THE REPORTING OFFICER
NAME IN BLOCK LETTERS:
DESIGNATION:
(During the period of Report)

Handwritten signature

6211

REMARKS BY THE REVIEWING OFFICER

1. Length of service under reviewing Officer : _____

2. Do you agree or disagree with the assessment of the Officer given by the Reporting Officer? Is there anything you wish to modify or add? : _____

3. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the outstanding work of the officer : _____

4. (a) Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn : _____

(b) Recommendations regarding suitability for other spheres or work viz. : _____

Place:

Date:

**SIGNATURE OF THE REVIEWING OFFICER
NAME IN BLOCK LETTERS:
DESIGNATION:
(During the period of Report)**

[Handwritten signature]

86/1

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT
5/9, UNDER HILL ROAD, DELHI-54

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR Ex- Cadre Officials
OF TRANSPORT DEPARTMENT

REPORT OF THE PERIOD ENDING: _____

PART-A

1. Name of the official : _____
2. Date of birth : _____
3. Post held (with date during the period under Report) : _____
4. Present post and date of continuous appointment thereto : _____
5. Scale of pay of the post held at present : _____
6. Educational, Technical qualifications of the official : _____

PART-B

1. Nature of work : _____
2. Regularity and punctuality in attendance : _____
3. Grap of rules and regulations and awareness of the problems connected with the subject : _____
4. Assessment of works : _____
 - i) Maintenance of Diary : _____
 - ii) Adequacy of inspection : _____
 - iii) Quality of investigation/survey/scrutiny : _____
 - iv) Skill in writing inspection report : _____
 - v) Suitability & fitness to deal with difficult problems : _____
 - vi) Tact & resourcefulness to deal with difficult problems : _____
 - vii) Willingness to work at odd hours : _____
5. General behavior and amenability to discipline : _____

[Signature]
AEDD

85/10

- 6. Honesty & Integrity (if anything advance has come to notice please specify this also) : _____
- 7. State of health (Summary of Medical Report to be attached, in case the Govt. employee is aged 40 years and above) : _____
- 8. Behaviour towards the public : _____
- 9. Observations on points of special significance to be specified in relation to the work on which employed : _____
- 10. Maintenance of secrecy in office work : _____
- 11. Has he/she been responsible for any outstanding work during the period under report : _____
- 12. Knowledge of Hindi : _____
- 13. Has he reprimanded for indifferent work during the period under report : _____
- 14. General assessment of personality, character and temperament : _____
- 15. Fitness for promotion : _____

SIGNATURE OF THE REPORTING OFFICER

NAME IN BLOCK LETTERS:

DESIGNATION:

DATED: _____

REMARKS OF THE REVIEWING OFFICER

The Reviewing Office should carefully consider and state whether they accept and the assessment recorded by the Reporting Officer in all respects. If the fact should be clearly state.

SIGNATURE OF THE REVIEWING OFFICER

NAME IN BLOCK LETTERS:

DESIGNATION:

DATED:

Handwritten signature

861C

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT
5/9, UNDER HILL ROAD, DELHI-54

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR Ex- Cadre Officials
OF TRANSPORT DEPARTMENT

REPORT OF THE PERIOD ENDING: _____

PART-A

- 1. Name of the official : _____
- 2. Date of birth : _____
- 3. Post held (with date during the period under Report) : _____
- 4. Present post and date of continuous appointment thereto : _____
- 5. Scale of pay of the post held at present : _____
- 6. Educational, Technical qualifications of the official : _____

PART-B

- 1. Nature of work : _____
- 2. Regularity and punctuality in attendance : _____
- 3. Grap of rules and regulations and awareness of the problems connected with the subject : _____
- 4. Assessment of works : _____
 - i) Maintenance of Diary : _____
 - ii) Adequacy of inspection : _____
 - iii) Quality of investigation/survey/scrutiny : _____
 - iv) Skill in writing inspection report : _____
 - v) Suitability & fitness to deal with difficult problems : _____
 - vi) Tact & resourcefulness to deal with difficult problems : _____
 - vii) Willingness to work at odd hours : _____
- 5. General behavior and amenability to discipline : _____

Handwritten signature
AEDD

85/40

- 6. Honesty & Integrity (if anything advance has come to notice please specify this also) : _____
- 7. State of health (Summary of Medical Report to be attached, in case the Govt. employee is aged 40 years and above) : _____
- 8. Behaviour towards the public : _____
- 9. Observations on points of special significance to be specified in relation to the work on which employed : _____
- 10. Maintenance of secrecy in office work : _____
- 11. Has he/she been responsible for any outstanding work during the period under report : _____
- 12. Knowledge of Hindi : _____
- 13. Has he reprimanded for indifferent work during the period under report : _____
- 14. General assessment of personality, character and temperament : _____
- 15. Fitness for promotion : _____

SIGNATURE OF THE REPORTING OFFICER

NAME IN BLOCK LETTERS:

DESIGNATION:

DATED: _____

REMARKS OF THE REVIEWING OFFICER

The Reviewing Office should carefully consider and state whether they accept and the assessment recorded by the Reporting Officer in all respects. If the fact should be clearly state.

SIGNATURE OF THE REVIEWING OFFICER

NAME IN BLOCK LETTERS:

DESIGNATION:

DATED:

[Handwritten signature]