

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF N.C.T. OF DELHI
GLNS COMPLEX DELHI GATE
[VIGILANCE BRANCH]

F.3 (461)/Vig./ACRs/APARs/DSW/2020/894
CIRCULAR

Dated: 12/13/20

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, SAS Cadre & Ex- Cadre, Social Welfare Department.

The annual performance Appraisal/Assessment Report for the period 2019-20 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 and IV, Stenographer Cadre, SAS Cadre & Ex- Cadre, Social Welfare Department will become due for completion with effect from 01/04/2020. 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/ Performance Appraisal Report (APARs).

Further, all the authorities/offices 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 this experience of work and conduct to 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 long 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 and IV, Stenographer Cadre, SAS Cadre & Ex- Cadre, Social Welfare Department is not pending in your concerned branch, should reach in services Department latest by 30th September, 2020. 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.

Encl:- As above.

To


(Pradeep Kumar)
Dy. Director (Vig.)


1. All DSWOs/DDOs/HOOs/Branch-in charge of Department of Social Welfare, GNCT of Delhi
2. Sr. System Analyst, DSW for uploading the circular on the Departmental website.

F.3 (461)/Vig./ACRs/APARs/DSW/2020/894

Dated: 12/03/20

Copy for information to:-

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi


(Pradeep Kumar)
Dy. Director (Vig.)

Sh. Abhishek

M/2/01/02
12/04/2020
8371cc
12/31/2020

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