

**IMPORTANT**

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

*Dir (176)*

No.F.2(5)/2015/S-IV/CC/461-462

*1976/Dir(176)  
10-11-15*

Date of Issuance	07/04/2015
Diary No.	839
Munl Maya Ram Marg Pitam Pura, Near T.V. Tower Appraisal Reports (APARs) in	

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

Sub:-Regarding initiation for completion of Annual Performance Appraisal Reports (APARs) in respect of Adhoc DANICS, DASS & Stenographer Cadre officers/officials for the period 2014-2015.

Sir/Madam

The Annual Performance Appraisal Report (APARs) for the period 2014-2015 in respect of Adhoc DANICS Officers, all duty posts of DASS & Stenographer Cadres will become due for completion with effect from 01-04-2015. 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.

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 his direct or ultimate control.

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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.

*23/4/15  
13/4/15*

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 Adhoc DANICS Officers, all duty posts of DASS & Stenographer Cadres is not pending in your Department, should reach in Services Department latest by 30<sup>th</sup> September, 2015. 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.delhi.govt.nic.in](http://www.services.delhi.govt.nic.in).

*Re attached*

Encl:- As above.

Yours faithfully,

*Richa*

(RICHHA)

JT. SECRETARY (SERVICES)

No.F.2(5)/2015/S-IV/CC/461-462

Dated:- 07/04/2015

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

*13.4.15*

*Richa*

(RICHHA)

JT. SECRETARY (SERVICES)

*for ASST programmes (WTTU) Ho  
with the request to upload the*

*on the website of the department and to be  
mailed to every head of the institutions.*

*17/4/15  
22.4.15*

*ASST Programmes*

*as per  
APAR*

*17/4/15*

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.	<b>31<sup>st</sup> March.</b> (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	<b>15th April</b>	Officer reported upon
3.	Submission of report by Reporting Officer to the Reviewing Officer under intimation to Services Department, Branch-IV/Confidential Cell	<b>15th May</b>	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	<b>15th June</b>	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.	<b>31st July</b>	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.	<b>31st August</b>	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.	<b>30th September, in any case</b>	Administrative Department concerned