

OFFICE OF THE DIRECTOR: DELHI FIRE SERVICE  
GOVT. OF NCT OF DELHI

CONNAUGHT PLACE, NEW DELHI-110001

No. F.2 (113)/DFS/HQ/ACR/2015/ 202-208

Dated: 25.4.16

To

1. The All Head of Office  
(H.Q,BCP,L.N, M.N & Sh.Rd),
2. The All Asst. Divisional Officer,
3. The All Divisional Officer,  
Delhi Fire Service  
New Delhi.

Sub:- Regarding preparation and maintenance of Annual Performance Assessment Reports(APAR).

This is in reference to letter No.F.27 (1)/2015/H-III/ACR/549-550 dated 07/04/2016 received from Home-III, Home Department, Govt. of NCT of Delhi, on the above narrated subject, it is informed that since 2009, the ACRs Performa had been replaced by the APAR in respect of all the officials/officers working in Central/State Govt./National Capital Territory in compliance of the **DOP&T O.M No.21011/1/2005-Estt(A)(Pt-II) dated 14.05.2009 and 23.07.2009 (Copy enclosed)**. Therefore, you are requested to implement and maintain the APAR (Annual Performance Assessment Reports) w.e.f. the financial year 2015-16 in compliance of DOP&T Om dated 14.05.2009.

Further, you are informed that the work of APAR has already been decentralized by the Department and the Head of Office of the concerned division of Delhi Fire Service is fully competent to maintain the records of APARs in their individual divisions. Hence, you are requested that the APAR should be filled with due care and attention **as per Annexure-II** i.e. the prescribed Performa for APAR (Copy enclosed). The said APARs should be filled within adequate time period **as prescribed in Annexure-III** i.e. the time scheduled for preparation/completion of APARs(Copy enclosed) and the guide lines regarding filling up of APAR with numerical grading (**Annexure-I**) is also enclosed herewith for your ease.

Encl: - As above

Yours faithfully,

(M.K.SHARMA)

ASST. COMMISSIONER (FIRE)

Ph. 011-23412251

No. F.2 (113)/DFS/HQ/ACR/2015/

Dated:

Copy to:

1. P.S to the Director, DFS for information.
2. CFO, Delhi Fire Service.
3. STO (M) with the request to BC the message, to all officers in charge of all Fire Stations of Delhi Fire Service, for timely submission the ACRs of their staff to their concerned A.D.O/D.O. The all officer incharge of Fire Stations, DFS are directed to obtain the New Proform of APAR and time scheduled as Annexure-II & III from their concerned ADO/D.O.
- 4/ ADO (MS Cell) for uploading the said letter on the website of the Department.

(M.K.SHARMA)

ASST. COMMISSIONER (FIRE)

ADP/AS

Sanjay Rana  
25/4/16

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(HOME-III DEPARTMENT)

5<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI-110002

No.F.27(1)/2015/H.III/ACR/549/50

Dated: 07/4/16

To

1. ✓ The Director,  
Delhi Fire Service,  
Connaught Place,  
New Delhi



2. Director,  
Forensic Science Laboratory  
Sector-14, Madhuban Chowk,  
Rohini, Delhi-110085

Sub.: Regarding preparation and maintenance of Annual Performance Assessment Reports (APAR).


Sir,

This is in reference to above mentioned subject, I am directed to convey that during the scrutiny of the ACRs submitted by the Delhi Fire Service and Forensic Science Laboratory for promotion purposes, it has been noticed that in some cases, Reporting Officer or Reviewing Officer has not given any grading to the officers whose ACRs reported or reviewed upon which lead to confusion in marking of grading in the ACR gradation chart at the time of put up of papers before the DPC. Moreover, in some ACR proforma, the column of "GRADING" is also not given.

It is further informed that it has also been pointed by the UPSC that since 2009, the ACRs proforma had been replaced by the APAR in respect of all the officials/officers working in Central/State Government/National Capital Territory in compliance of the DOP&T O.M. No.21011/1/2005-Estt(A)(Pt-II) dated 14.05.2009 and 23.07.2009 (copy enclosed).

Therefore, you are requested to implement and maintain the APAR (Annual Performance Assessment Reports) w.e.f. the financial year 2015-16 in compliance of the DOP&T OM dated 14.05.2009.

Yours faithfully,

  
(ASHOK KUMAR)  
SUPDT.(HOME-III)

Encls. As above

~~12/04/16~~

S. S. C. Sharma

~~56/Dir~~  
11/4/16  
~~Dir~~  
11/4  
~~ACR~~



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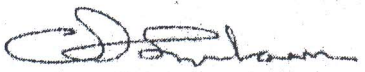
No. 21011/1/2005-Estt (A) (Pt-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi, 14<sup>th</sup> May, 2009OFFICE MEMORANDUM

Estt/ACR matters

C/240

- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1<sup>st</sup> April 2009.
- (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

  
(C.A. Subramanian)  
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

3

No. 21011/1/2005-Estt (A) (Pt-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi,  
23<sup>rd</sup> July, 2009

OFFICE MEMORANDUM

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR):

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical gradings are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.



No. 21011/1/2005-Estt (A) (Pt-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi,  
23<sup>rd</sup> July, 2009

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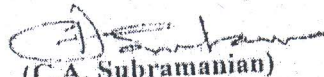
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(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

  
(C.A. Subramanian)  
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
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5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T