



DEPARTMENT OF WOMEN & CHILD DEVELOPMENT : GNCTD  
ISBT COMPLEX : KASHMERE GATE : DELHI – 110 006

F.13(16)/DWCD/Vig./APAR/2018/ 28264-68

Dated:

MEMORANDUM

19 MAR 2020

WHEREAS, in terms of the guidelines issued by the DOPT, Govt. of India, the Services Department, GNCTD had issued a letter dated 11.05.2010, prescribing therein a fixed time-schedule for processing/ filing of ACRs/APARs in respect of all the officers/officials of the Govt. of NCT of Delhi, which is detailed hereunder :-

TIME SCHEDULE FOR PREPARATION OF APARS

| S. No. | Activity  | Date by which to be completed                                |
|--------|---|--|
| 1.     | Distribution of blank APAR forms to all concerned   | 31 <sup>st</sup> March                                       |
| 2.     | Submission of self-appraisal to Reporting Officer by officer to be reported upon  | 15 <sup>th</sup> April                                       |
| 3.     | Submission of report by Reporting Officer to Reviewing Officer  | 30 <sup>th</sup> June  |
| 4.     | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided                             | 31 <sup>st</sup> July  |
| 5.     | Appraisal by accepting authority, wherever provided   | 31 <sup>st</sup> August                                      |
| 6.     | (a) Disclosure to the officer reported upon where there is no accepting authority.<br>(b) Disclosure to the officer reported upon where there is accepting authority. | 01 <sup>st</sup> September<br>15 <sup>th</sup> September     |
| 7.     | Receipt of representation, if any, on APAR  | 15 days from the date of receipt of communication            |
| 8.     | Forwarding of representations to the Competent Authority<br>a). where there is no accepting authority for APAR<br>b). where there is accepting authority for APAR     | 21 <sup>st</sup> September<br>06 <sup>th</sup> October       |
| 9.     | Disposal of representation by the Competent Authority   | Within one month from the date of receipt of representation. |
| 10.    | Communication of the decision of the Competent Authority on the representation by the APAR Cell   | 15 <sup>th</sup> November                                    |
| 11.    | End of entire APAR process, after which the APAR will be finally taken on record.   | 30 <sup>th</sup> November                                    |

AND WHEREAS, it had been observed that during the previous years, time schedule is not being followed by the officers/officials of the Department of Women & Child Development, GNCTD. The Competent Authority has viewed this matter seriously.

IT IS THEREFORE, directed that all the officers/officials should adhere to the abovementioned time-schedule religiously, for preparation and filing of APARs, failing which, the delay shall be treated as a good & sufficient reasons for disciplinary proceedings against the concerned officers/officials.

This issues under the instructions of Ld. Secretary, DWCD.

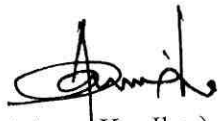
  
( Arun Kr. Jha )  
Joint Director (Vig.)

To :-

- a). All the Officers/Officials of DWCD, GNCTD, for strict compliance
- b). Incharge, NIC Cell, DWCD, GNCTD, with the direction to upload this memorandum at the official website of the department.

Copy for information to :-

- a). OSD to the Secretary (WCD), GNCTD.
- b). SO to the Director (WCD), GNCTD.
- c). PA to the Spl. Director (WCD), GNCTD.

  
( Arun Kr. Jha )  
Joint Director (Vig.)