



DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF NCT OF DELHI
ISBT BUILDING : KASHMERE GATE : DELHI – 110 006

F.13(16)/DWCD/Vig./ACRs&APARs/2018/ 89

Dated: 65/06/2020

ORDER

The approval of the Director, DWCD, is hereby conveyed wherein it is decided that henceforth the DDOs/HOOs of the DWCD shall be the repository for maintenance of the ACRs/APARs pertaining to all the Ex-Cadre officers/officials upto the level of Group – B (Gazetted). Only the ACRs/APARs pertaining to Group – A Ex-Cadre Officers, shall be maintained by the Vigilance Branch (HQ.), DWCD.

In view of the above, the following directions are being issued for strict compliance, in a time bound manner :-

- a). All the DDOs/HOOs shall prepare a list of Ex- Cadre officers/officials upto the level of Group- B (Gazetted) whose salaries are under their control, and submit the same to the Vigilance Branch, so that the available ACRs/APARs of the concerned officials/officers can be handed over, under acknowledgement. **The lists must be submitted with 07 days of the issue of this order, in proforma annexed as 'A'.**
- b). The process of handing/taking over of the ACRs between the Vigilance Branch (HQ.) and the DDOs/HOOs concerned must be completed on/before 30th June, 2020.
- c). Once the above process is completed, all the DDOs/HOOs shall prepare data regarding the availability/non-availability of the ACRs/APARs in respect of the Ex-Cadre officers/officials under their control and submit the same to the Vigilance Branch, in proforma annexed as Annexure – B, on/before 15th July, 2020. Vigilance Branch shall thereon ensure that the consolidated information related to the availability/non-availability of the ACRs/APARs is uploaded on the official website of the department for the information of all the employees of the department.
- d). The Vigilance Branch shall be responsible for issuance of guidelines/instructions related to ACRs/APARs, from time to time, so as to ensure that the ACRs/APARs in respect of all the Ex-Cadre Officers/Officials are completed, in a time bound manner.


This issues under the approval of the Competent Authority. Any delay in compliance of the abovementioned directions may result in suitable disciplinary proceedings against the delinquent officers/officials.


(ARUN KR. JHA)
JOINT DIRECTOR (VIG.)

- 1). All the DDOs/HOOs of the DWCD, GNCTD, for strict compliance, as per prescribed time limit.
- 2). The System Analyst, DWCD, GNCTD, with the direction to upload this order on the official website of the department.

For information to :-

- 1). OSD to the Secretary, DWCD, GNCTD.
- 2). SO to the Director, DWCD, GNCTD.
- 3). PA to the Spl. Director, DWCD, GNCTD.
- 4). The Deputy Director (Admn./Vig.), DWCD, GNCTD.
- 5). All the District Officers/Dy. Directors, DWCD, GNCTD.


(ARUN KR. JHA)
JOINT DIRECTOR (VIG.)

ANNEXURE - A

LIST OF EX-CADRE OFFICERS/OFFICIALS
O/O DDO/HOO _____
(DETAILS/ADDRESS)

Sr. No.	Name of the Officer/Official	S/O, W/O, D/O	DESIGNATION	DATE OF BIRTH	DATE OF RETIREMENT	PLACE OF PHYSICAL POSTING
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ANNEXURE - B

LIST OF EX-CADRE OFFICERS/OFFICIALS
O/O DDO/HOO _____
(DETAILS/ADDRESS)

Sr. No.	Name of the Officer/Official	S/O, W/O, D/O	DESIGNATION	DATE OF BIRTH	DATE OF RETIREMENT	PLACE OF PHYSICAL POSTING	SERVICE PERIOD FOR WHICH ACRs/APARS AVAILABLE	SERVICE PERIOD FOR WHICH ACRs/APARS UNAVAILABLE
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