



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ISBT BUILDING : KASHMERE GATE : DELHI - 110 006

F.13(16)/DWCD/Vig./ACRs-APARs/2018/1813-15

Dated:

23 JUN 2020

ORDER

WHEREAS, the proforma for yearly annual performance report in respect of the government officers/officials was changed in the year 2009 from Annual Confidential Report (ACR) to Annual Performance Appraisal Report (APAR).

AND WHEREAS, since the induction of APAR, the officers/officials of the DWCD, GNCTD has been using/following the APAR proformas devised by the Services Department, GNCTD for DASS/DANICS cadres.

AND WHEREAS, the job responsibilities of the Ex-Cadre Officials/Officers of DWCD are quite peculiar, as compared to other departments of GNCTD, it is observed that the APAR Proformas of the Services Department, GNCTD, do not cover all the aspects related to the duties/ responsibilities related to ex-cadre officers/officials.

NOW, a committee of the following officers is hereby constituted to conduct requisite study in the matter and devise APAR proformas for the ex-cadre officers/officials of the DWCD, GNCTD :-

- | | | |
|-----|----------------------------------|--------------|
| a). | Ms. Lata Negi, Sr. Supdt. | Chairperson. |
| b). | Ms. Shivani Kapur Baweja, Supdt. | Member |
| c). | Ms. Humra Khalid, Supdt. | Member |
| d). | Shri Premoday Khakha, Supdt. | Member |

Broad terms & references for the committee shall be as under :-

- To undertake a study of the APAR proformas of the Services Department, GNCTD, so as to ensure that the basic requirements of an APAR proforma are taken care.
- The APAR proformas be devised in different categories, so as to cover all the Ex-Cadre posts of the department.
- To take suggestions from the Ex-cadre officers/officials serving in different positions, and seek assistance from different branches, if required.
- The report of the committee is solicited within 45 days of the issue of the order.

This issues with the prior approval of the Director, DWCD.

D. S. Tomar
22/6/20

(D. S. TOMAR)
DY. DIRECTOR (VIG.)

F.13(16)/DWCD/Vig./ACRs-APARs/2018/1813-15

Dated:

23 JUN 2020

- 1). All the concerned officers.
- 2). All District Officers/Branch Incharges/Heads of Institutions, to provide assistance to the committee as & when desired.
- 3). The System Analyst, DWCD, GNCTD, with the direction to upload this order on the official website of the department.



(D. S. TOMAR)
DY. DIRECTOR (VIG.)