

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

4th Level, 'C' – Wing,
Delhi Secretariat,
New Delhi

No. F. 9(8)/DOA/Estt./APAR/Accts.Cadre/2015/9902-9905 Dated: 21-12-2015

Sub :- Regarding completion of APARs.

Please find enclosed herewith the copy of the letter No.2376-77 dated 16-12-2015 received from Services Department alongwith copy of DOPT letter No.2/9/2015-EO(ACC) dated 18th May 2015, with the request to bring the contents to the notice of all the officers/officials working in respective branches including field units for information and strict compliance in this regard.

Encl :- As above.


(H. R. NAUGAIN)
ACCOUNTS OFFICER (ADMN.)

Copy to :-

1. All the Branch Incharges, Directorate of Audit.
2. AAO(Website), Date. of Audit.
3. Notice Board.
4. Guard file.

CONFIDENTIAL
MOST IMMEDIATE

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT – BRANCH-IV/CONFIDENTIAL CELL,
B-WING, 7TH LEVEL, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI

F.2(5)/2015/S.IV/CC/2376-77

Dated: 16/12/15

To

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

CA
↑
28/12

Sub: Regarding completion of APARs.

Sir/Madam,

Please find enclosed herewith copy of DoPT letter No. 2/9/2015-EO(ACC) dated 18th May, 2015 regarding completion of Annual Performance Appraisal Report(APAR) which is self explanatory, for information and compliance.

Yours faithfully,



(MUKESH KUMAR SHARMA)
DEPUTY SECRETARY (SERVICES)

ENCL: AS ABOVE.

F.2(5)/2015/S.IV/CC/

Dated:

Copy to :

*Superintendent (Co-ordination), Services Department, GNCT of Delhi with the direction to upload the same on the website of the Services Department, GNCT of Delhi.

(MUKESH KUMAR SHARMA)
DEPUTY SECRETARY (SERVICES)

M.S.C.
24/12

Spoken. for
Coordination Dept.

28/12
Anil (A) on leave
The H.K.G.



कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिक्षा तथा पेंशन मंत्रालय
नORTH ब्लॉक, नई दिल्ली 110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

Dated: May 18, 2015

To
Cadre Controlling Authorities
(as per the enclosed list)

Dear Sir/Madam,

I wish to bring to your kind attention the direction of ACC for inclusion of a specific provision in the relevant rules of Central Civil Services that APAR not completed by 31st December of the year would be treated as time barred. The details are as follow:

2. The ACC while considering a proposal for appointment of CMD in a PSU has observed that non-adherence to stipulated time lines in finalising APARs is a recurrent problem in all Sectors of the Government. Sometimes, it is the assesses who do not submit their self appraisals in time and sometimes the delay is due to Reporting/Reviewing/Accepting Authorities not adhering to the time-lines. Often cases of undated appraisal/comments are noticed and possibility of back dating can also not be ruled out.

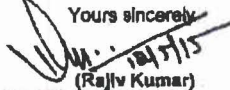
3. With a view to address the above issues, the ACC has directed the Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all Cadre Controlling Authorities (for Central Civil Services in respect of cadres controlled by them) to include the following provision in the relevant rules governing the APARs of the Service:

"If an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self assessment in time."

4. It is suggested that the DPE, DFS and other Cadre Controlling Authorities may also introduce on-line filing of APAR. DOPT had launched on-line application christened as SPARROW w.e.f. 1st April, 2014 to enable the IAS officers to file their PARs online. The SPARROW can be tweaked/modified by the SPARROW team of NIC as per the specific requirements of the Services. In this regard, you may kindly refer to my earlier letter dated 21.04.2015(copy enclosed) indicating the advantages accrued from the implementation of on-line filing in respect of IAS officers and steps required to be taken for rolling out the on-line system to other Services.

5. The Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all cadre controlling authorities (for Central Civil Services in respect of cadres controlled by them) are, therefore, requested to comply with the directions of the ACC and also take steps as outlined in the para 5 of the enclosed letter for rolling out the online system.

6. An action taken report on para 3 and 4 above may be sent to this Department urgently for apprising the ACC accordingly.

Yours sincerely

(Rajiv Kumar)
Establishment Officer



<http://persmin.gov.in>