

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

04th Level, 'C'-Wing,
Delhi Sachivalaya,
New Delhi.

No. F.9 (7)/DOA/Estt./APAR/Min. Staff/2015/

Dated:

Sub :- Regarding initiation for completion of Annual Performance Appraisal Reports (APARs) in r/o all the Ministerial staff of this department for the period 2017-2018.

Process of filling of APARs for the year 2017-2018 is due for completion. Hence, all the concerned branch incharges are requested to circulate the same to all DASS cadre Grade-II, III, IV & Stenographer Cadre staff of this Directorate working under your administrative control in your department or in diverted capacity from this department for compliance. The blank Annual Performance Appraisal Reports forms are available on website of Services Department.

Further, all the Branch-in-charges are requested to ensure that the time schedule prescribed for completion of APARs (copy enclosed) be strictly complied with.

Encl :-As above.

(SURENDER KUMAR)
DCA/HOO (AUDIT)
TEL. NO. 23392280

No. F.9 (7)/DOA/Estt./APAR/Min. Staff/2015/2820-31 Dated: 13-4-18

Copy forwarded for information & necessary action to :-

1. Secretary to Hon'ble Minister (Tourism, Art, Culture & Languages etc), GNCT of Delhi, 8th Floor, Delhi Sectt., New Delhi.
2. OSD to Chief Secretary, O/o the Chief Secretary, GNCT of Delhi, 5th Floor, Delhi Sectt., New Delhi.
3. Joint Secretary (Budget/Expenditure/Accounts/Infra.), Finance Deptt., Delhi Sectt., New Delhi.
4. Dy. Secy. (I/II/III/IV/V/VI), Finance Deptt. Delhi Sectt. New Delhi.
5. Dy. Secretary, Dte. of Vigilance, Govt. of NCT of Delhi, 4th Level, Delhi Sectt. New Delhi.
6. PS to Pr. Secy. (Finance), Finance Deptt. Delhi Sectt. New Delhi.
7. PA to Spl. Secy. (Finance), Finance Deptt., Delhi Sectt. New Delhi.
8. PA to Chairperson, Delhi Commission for Women, Vikas Bhawan, New Delhi.
9. The Supdt. (ACP Cell), Services Department, 5th Floor, Delhi Sectt. New Delhi.
10. The Supdt. Dialogue and Development Commission of Delhi, 5-Sham Nath Marg, Delhi-54
11. All the Branch Incharges, Dte. of Audit, Delhi Sectt. New Delhi.
12. AAO (Audit)/Nodal Officer (website).

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S.No.	Activity	Date by which to be completed	Action is to be taken by
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon).	31st March. (This may be completed even a week earlier)	Administrative Deptt. concerned/ Officer reported upon may download the APAR form from the web-site of Services Deptt. of GNCT of Delhi
2.	Submission of self-appraisal to reporting officer/Administrative Department concerned under intimation to Services Department, Branch-IV/Confidential Cell	15th April	Officer reported upon
3.	Submission of report by Reporting Officer to the Reviewing Officer under intimation to Services Department, Branch-IV/Confidential Cell	15th May	Reporting Officer
4.	Report to be completed by Reviewing Officer and sent to the Administration/Vigilance Section of concerned Administrative Department for onward transmission to Services Department, Branch-IV/Confidential Cell	15th June	Reviewing Officer
5.	APAR shall be disclosed to the officer concerned by his Administrative Department. In case the officer reported upon doesn't represent or offer any comment within 15 days of date of disclosure, APAR may be forwarded to Services Department, Branch-IV/Confidential Cell along with disclosure certificate duly filled in/ signed by the disclosing authority.	31st July	Administrative Department concerned
6.	Representation, if any received, in connection with the adverse entry in APAR or otherwise shall be considered and decided by the Competent Authority as per extant rules. However, in case where the competent authority is Chief Secretary, Delhi the APAR alongwith representation of the Officer reported upon, comments of the Reporting/Reviewing Officer is to be forwarded to Services Department, Branch-IV/Confidential Cell.	31st August	Administrative Department concerned
7.	All the APARs after observing the procedure laid down above, shall be sent to Services Department, Branch-IV/Confidential Cell for taking into record.	30th September, in any case	Administrative Department concerned