

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

No.F.2/4/2012/S.IV/CC/ 636- 640

Dated: 17/4/2012

To

All Principal Secretaries / Secretaries and Head of Departments
All Local Bodies / Autonomous Bodies/ Public Sector Undertakings
Government of NCT of Delhi
Delhi / New Delhi.

Sub:-Introduction of Annual Performance Appraisal Report (APAR) in place of Annual Confidential Report for Adhoc DANICS Officers.

Sir/Madam,

Keeping in view of the APAR format prescribed by DOPT/MHA and the guidelines on the subject, this Government has prepared format for recording the Annual Report of Adhoc DANICS officers to be known as Annual Performance Appraisal Report (APAR). This newly introduced APAR form enclosed as **Annexure-I**, shall be used for recording the Annual Report of Adhoc DANICS Officers with effect from the reporting year 2011-2012. The APAR of Adhoc DANICS Officers to be recorded for the period with effect from 01.04.2011 is invariably to be recorded in the new prescribed format. APAR recorded in any other format with effect from the reporting year 2011-2012 shall not be accepted.

The entire exercise of completion of APARs shall have to be carried out as **per time schedule enclosed herewith** by the concerned administrative department where Adhoc DANICS Officer is posted. After the APAR is reported and reviewed, complete APAR shall be disclosed to the Officer reported upon seeking his/her comments, if any, within 15 days of date of such communication. After expiry of the said period, the APAR along with certificate regarding disclosure of APAR (enclosed as **Annexure-II**) to the concerned DANICS officer shall be sent to Services-IV/Confidential Cell Department for further necessary action in the matter.

In case, the period under report is less than three months or the concerned Reporting / Reviewing officer has not seen the performance of the officer to be reported upon due to one reason or other, it is the duty of the concerned department to issue a non-reporting /non-reviewing certificate giving the specific reasons to the effect.

Further, attention in particular is drawn of the Officer to be reported upon and concerned authorities entrusted with report and review of APAR for ensuring that **entries in the table provided on page 2 of the APAR are recorded without fail**. A copy of the APAR form in Annexure-I, and Certificate for disclosure of Annual Performance Appraisal Report (Annexure-II) in respect of Adhoc DANICS officers and time schedule for initiating Annual Performance Assessment Report for the reporting year 2011-12 onwards is enclosed. The same **can be downloaded from** the website of Services Department i.e. <http://services.delhigovt.nic.in/>. **This may please be brought to the notice of all Adhoc DANICS officers posted in the Department as well as the Reporting & Reviewing Officers concerned.**

Yours faithfully,



(KAILASH CHANDRA)
SPL. SECRETARY (SERVICES)

Encls: As above.

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Copy for information to:-

1. Principal Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Principal Secretary to Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi
4. Copy to Superintendent(Coordination), Services Deptt. with the direction to upload the same alongwith APAR form & format of disclosure certificate on the website of Services Deptt.



(KAILASH CHANDRA)
SPL. SECRETARY (SERVICES)

