

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

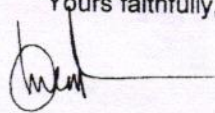
All Principal Secretaries and Head of Departments,
All Local Bodies/Autonomous Bodies,
Govt. of NCT of Delhi,
Delhi/New Delhi.

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)

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T OF DELHI
(ADMINISTRATION BRANCH)

ENDORSEMENT

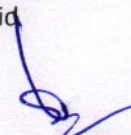
NO: DY. Dir (Admn/CR) | DUSIB | D - 06 .

Date: 05-01-2016 .

To all concerned for information and necessary action please.

Copy to:

1. P.S to CEO
2. P.S to Member(Admn/Finance/Engineering)
3. CVO
4. C.E
5. All Directors/B&FO
6. All S.Es
7. All Dy. Director/D.C.A/EX.Eng
8. All Heads of branches with the request to circulate among the aforesaid officers/officials working under them for compliance.


Dy. Dir (Admn)



No.2/8/2016-EO(ACC)
भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लॉक, नई दिल्ली 110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

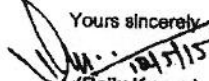
Dated: May 18, 2015

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



सूचना
का अधिकार

<http://persmin.gov.in>

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,	31 st 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	15 th April	Officer reported upon
3.	Submission of report by Reporting Officer to the Reviewing Officer under intimation to Services Department, Branch-IV/Confidential Cell	15 th 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	15 th 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.	30 th 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.	30 th 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.	30 th September, in any case	Administrative Department concerned