

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
ADMINISTRATION BRANCH
F-04, Vikas Kuteer, I.T.O, I.P. Estate, Delhi-110002

NO: GA/1030/24/93/CR/D-251

Date: 19/5/2020

CIRCULAR

Sub: Annual Performance Assessment Report (APAR).

All the Sectional Heads (DUSIB) are aware that up-to-date APAR dossier of an employee is a pre-requisite for deciding his case for promotion/grant of financial benefits under MACP Scheme/ Confirmation etc. by the DPC. However, it has been observed that various officers have not sent complete APAR of Offices/Official working under their control.

Therefore, all the Sectional Heads/Controlling Officers are requested to expedite action in respect of the following:

1. To furnish outstanding ACRs of the staff working under them for the period ending 31/03/2018 positively and ensure that no ACRs up to 31/03/2018 remain pending with them either in the capacity of Reporting Officer or Reviewing Officer.
2. The process for the finalization of APAR for the period 2019-20 has been extended to 31 st December 2020 due to spread of corona virus. The details guidelines are enclosed as Annexure for ready reference. (Copy enclosed).

Further, it is brought to the notice of all the concerned that the Annual Confidential Report (ACR) had already been modified as 'Annual Performance Assessment Report (APAR) (Copy enclosed).

Moreover, vide Office Memorandum vide No. GA/1050/02/Admn./DUSIB/D-204, dated 16.03.2020, all the officers/officials of DUSIB on attaining the age of 40 years shall be required to get the prescribed Annual Medical Examination, in the month in which his/her birth date fall. The APAR, without the summary of health report shall be treated as incomplete and may be taken as 'Adverse' (Copy enclosed).

All the concerned employees are requested to get the blank proforma from the official website of DUSIB and submit their "Self- Appraisal" to reporting officer as per guidelines.

Any unreviewed/incomplete APAR will not be taken on record and will be returned.

This may be taken on "TOP-PRIORITY"

Rajesh 19/05/2020

URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL
7TH LEVEL 'B' WING DELHI SECRETARIAT
NEW DELHI-110002

No.F.2(1)/2020/S-IV/CC/ 853-857

Dated: 02/05/2020

To

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

Sub: EXTENSION OF TIMELINES FOR COMPLETION OF ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) IN RESPECT OF DANICS OFFICERS, ADHOC DANICS OFFICERS, DASS GRADE-I, II, III AND IV & STENOGRAPHERS OF GNCT OF DELHI FOR REPORTING YEAR 2019-2020.

Sir/Madam,

I am directed to forward herewith DoP&T, Govt. of India O.M. dated 30.03.2020 regarding extension of timelines for recording of APARs for the year 2019-2020.

It is requested that the time schedule for recording and completion of APARS as provided in the attached annexure may be followed while completing the APARS of DANICS/Adhoc DANICS/DASS/Stenographers under your administrative control.

The blank Annual Performance Appraisal Report forms for this purpose may be downloaded from the Services Department Website www.services.delhigovt.nic.in.

Yours faithfully,

Encl: As above.


(BHAI RAB DUTT)
DEPUTY SECRETARY (SERVICES)

No.F.2(1)/2020/S-IV/CC/ 853-857

Dated: 02/05/2020

Copy to the Section Officer (Coordination), Services Department, GNCT of Delhi with the direction to upload the same on the website of Services Department, GNCT of Delhi.


(BHAI RAB DUTT)
DEPUTY SECRETARY (SERVICES)

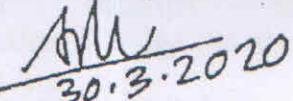
North Block, New Delhi
30th March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, it has been decided, with the approval of the competent authority, that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure only for the APAR year 2019-20, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020. They shall be allowed to record their remarks till the respective extended cut-off dates.


30.3.2020
(Sujata Chaturvedi)
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT Website.

Annexure

**Time schedule for recording and completion of APAR for the year 2019-2020
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	31 st May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30 th June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31 st July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	31 st August 2020
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10 th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	30 th September 2020
	(b) Where there is accepting authority for APAR	31 st October 2020
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31 st Dec 2020

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F-04, Vikas Kuteer, I.T.O, I.P. Estate, Delhi-110002

NO: GA /1030/24/93/APAR/ D-699


Date: 12/9/19

CIRCULAR

It is hereby circulated that from the period 2020-21, the existing proforma of the 'Annual Confidential Report' (ACR) has been modified as 'Annual Performance Assessment Report (APAR) in respect of following posts:

1. B & FO/Dy.CA
2. Sr. AO/AO/AAO
2. Director/Dy. Director
3. Asstt. Director
4. PS/PA/Stenographer
5. CLA/LO/JLO
6. Head Clerk/UDC
7. LDC
8. Kanungo/Patwari
9. JE (Civil)/JE (Elect.)
10. Surveyor/F. I

The proforma for rest of the posts shall remain unchanged.


Dy. Director (Admn.)

Distribution:

1. All Sectional Heads/Controlling Officers.
2. Dy. Director (System) - with the request to upload the enclosed APAR proforma (PDF: MS Word format) on the official website of the department.
3. Office copy


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ADMINISTRATION BRANCH
F-04, Vikas Kutcer, I.T.O, I.P. Estate, Delhi-110002

NO: GA /1030/24/93/APAR/ D- 861

Date: 20/11/19

CORRIGENDUM

In partial modification of circular no. GA/1030/24/93/APAR/D-699 dated 12.09.2019; wherein the period for Annual Performance Assessment Report (APAR) was mentioned as 2020-21. The effective period for the same may be read as 2019-2020. The rest of contents remain same.


Dy. Director (Admn.)

Distribution:

1. All Sectional Heads/Controlling Officers.
2. Dy. Director (System) - with the request to upload the same on the official website of the department.
3. Office copy.

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GOVT. OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)
F-04, Vikas Kuteer, I.T.O, I.P. Estate, Delhi-110002
Phone No: 011-23378957

No: GA/1050/02/Admn./DUSIB/D-204

Date: 16/3/2020

OFFICE MEMORANDUM

Sub: Introduction of "Annual Health Check-up Scheme for all Government employees of Government of NCT of Delhi aged 40 years and above".

The Dte. General of Health Services vide its OM No. F.No.1(12)/H&FW/DGHS/4436-4686 has conveyed the approval of Hon'ble Lt. Governor, Delhi for mandatory **"Annual Health Check-up Scheme for all Government employees of Government of NCT of Delhi aged 40 years and above"(Annexure-I)**. Further vide OM dated 27.11.2019(Annexure-II), the modalities for carrying out Annual Medical Health Check up are enumerated by Services Deptt, GNCTD

Accordingly, all the officers/officials of DUSIB on attaining the age of 40 years shall be required to get the prescribed Annual Medical Examination, in the month in which his/her birth date falls. The current year 2019-2020 is the year of introduction of the Scheme.

The Government employee will seek 'permission letter' from "Head of Office" of the Department from where the employee is drawing salary for getting the mandatory Medical Check-up from any of the empanelled hospitals(Annexure-III), @ Rs. 2000/- for Male and Rs. 2200/- for Female **to be reimbursed to the employee concerned on production of original voucher.**

The APAR, without the summary of health report shall be treated as incomplete and may be taken as **"Adverse"**.

All the Annexures mentioned above are uploaded in the web-portal of the Department for references and necessary action.

Encl: As above(Annexure are available on web-portal of DUSIB.)


Dy. Director (ADMN)

Copy to:

1. PS to C E O, DUSIB for kind information of latter.
2. Member (Admn/Finance).
3. All Chief Engineers
4. All Directors
5. Financial Advisor
6. All SEs
7. All Dy. Directors / DD (System) with the request to upload the same on the website of the DUSIB.
8. All Ex. Engineers
9. Account Officer (P & PF)/HQ/HAU/Medical.
- 10 Office Copy/Guard file.