

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-356

Date: 18/3/21

CIRCULAR

Sub: Submission of Annual Performance Assessment Reports (APARs).

All the Sectional Heads are aware that up-to-date ACRs/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. The writing of ACRs/APAR is a public trust and responsibility. However, it has been observed that various officers have not sent complete APARs of the officers/officials 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 year 2019-2020(01.04.2019 to 31.03.2020) by 31.03.2021 positively and ensure that no ACRs/APAR up to 31.03.2021 remain pending with them either in the capacity of Reporting Officer or Reviewing Officer.
2. ACRs for the period 2020-21 (01.04.2020 to 31.03.2021) will become due w.e.f 01.04.2021 as per the prescribed schedule.

It is, therefore, all the concerned employees are requested to get the the blank proforma from the official website of DUSIB i.e; www.delhishelterboard.in and submit their self-appraisal to their reporting officer.

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

This may be given on "TOP-PRIORITY"

Dy. Director (Admn.)

Distribution:

All Sectional Heads/Controlling Officers (DUSIB)

✓ DD (system) with request to upload the same on the official website of the department pl.

Diary No. 139
Date 22/3/2021
Computer Division (DUSIB)
Govt. of NCT of Delhi