

**REMINDER
MOST URGENT
TIME BOUND**

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT OF NCT OF DELHI
ADMINISTRATION BRANCH

No: GA/1160/11/Admn./2019/D-697

Date: 27-09-2022

CIRCULAR

Sub: Regarding review of mechanism to ensure probity of Government Servants- Strengthening of administration- periodical review under FR (56j) and Rule 48 of CCS (Pension) Rule 1972.

Kind attention is invited to the circular no. GA/1160/11/Admn./2019/D-452 dt. 12.07.2022. issued on above mentioned subject, however, the required report is still awaited from most of the sections.

All the Sectional Heads/ Controlling Officer are requested to provide the information in r/o staff working under their control who will be attaining the age of 50/55 years or will be completing 30 years of service qualifying for pension, and covered under following points:

1. Officials who have been on leave on prolonged illness or taking frequent leave on medical grounds;
2. Officials who have been absconding and not attending office unauthorized or absent willfully. Repeated offenders who are habitual of proceeding on leave unauthorized shall also be reported alongwith details.
3. Officials having doubtful integrity.
4. The officials have Regular Vigilance Cases/under currency of punishment in two or more cases/having been undergoing criminal charges.

It is, requested to return the prescribed *proforma* after duly filled in with relevant details within 7 days to the Administration Branch positively.

Encl: As above

Dy. Director (Admn)

Copy to:

1. PS to Member(Admn)/CVO for kind information of the latter
2. B&FO for necessary action in respect of Accounts personnel.
3. All Directors.
4. SE(Coordination) for necessary action in respect of Engineering/Technical Cadre.
5. Dy.Director(Vigilance).
6. All Dy. Directors. IT
7. HC(Estt.)
8. Office Copy/Guard File.

Diary No. 924 D.O. (S&A) 3P
Date: 27/9/22
Computer Division (DUSIB)
Govt. of NCT of Delhi

16 updat.
27.9.22

PROPORMA TO REVIEW THE PERFORMANCE OF OFFICERS/OFFICIALS OF DUSIB

1. Name and Designation of the officer/official :
2. Grade/Pay Band/Grade Pay :
3. Date of Birth : Age as on 01.07.2022
4. Date of Joining in Govt. Service :
5. Leave availed during the past five years (from the service book0
(please provide break up as well as the total period)

6. State of health :
7. Whether the health of the officer/official has a bearing on discharge of his duties
(Yes/No) :
(if yes, please elaborate)

8. Whether services of the officer are considered useful to the Govt. (Yes/No):
(if no, please provide reasons)

9. Whether the officer/official is considered competent and effective and fit to continue to hold
the post occupied by him or to continue in Cadre (Yes/No):
(if no, please provide reasons)

10. Status of Integrity :

11. Is there any reason to doubt the integrity viz. Complaints of suspicious transaction in property,
Corruption, informal feedback etc. (Yes/No) :
(if yes, Please specify)

12. Details of Penalties, if any, imposed on the officer/official during the entire career :

13. ACR/APAR grading during the last 5 years. If there is any adverse entry, please specify.

Sl. No.	Year	ACR/APAR Grading	Remarks, if any

14. Please specify whether the officer/official has initiated his ACRs/APARs timely :

15. No. of promotions obtained :

16. Whether the officer/official has got timely promotions along with his batch mates
(Yes/No) :
(if no, please provide details)

17. Any promotion during the last 05 years (Yes/ No):
(if yes, please provide details of the promotions)

18. Overall conduct of the officer / official and remarks, if any :

19. Recommendations :

Signature of the Head of the Department.

Name of Department :

Seal :