

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
(Administration Branch)

No. GA/1030/24/93/CR/D-262

Date: 12/04/2023

**CIRCULAR**

Subject: Completion of Annual Performance Assessment Reports (APARs) for the financial year 2022-23- reg.

All the Sectional Heads are aware that up-to-date ACR / APARs 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 APAR is a public trust and responsibility. However, it has been observed that various officers have not sent complete APAR 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 APAR of the staff working under them for the period ending 31-03-2023 positively and ensure that no APAR for period 31-03-2023 remain pending with them either in the capacity of Reporting Officer or Reviewing Officer.
2. ACR / APARs for the period 2022-23 (01-04-2022 to 31-03-2023) will become due on 1st April 2023 as per the prescribed schedule.

It is, therefore, all the concerned employees are requested to download the blank APARs from the website of DUSIB i.e; [www.delhishelterboard.in](http://www.delhishelterboard.in) and submit their self-appraisal to the respective Reporting Officers.

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

This may be given on "TOP-PRIORITY".

*Rai-der*  
12/04/23  
Director (Admn.)

Distribution:

1. All Sectional Heads/Controlling Officers (DUSIB)
2. Dy. Dir. (System) – for uploading this circular in DUSIB website.

*S. Verma*

*[Signature]*

Diary No. 327 DP(SYD) 18  
Date... 12/4/23  
Computer Division (DUSIB)  
Govt. of NCT of Delhi