

O/o SE (Coordn.) (1P)

DUSIB

Dy. No.

R-1273

18/4/24

No. GA/1030/24/93/CR/D- 279.

दिल्ली शहरी आश्रय सुधार बोर्ड
राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
(प्रशासन शाखा)

Date: 15/04/24

CIRCULAR

Subject: Completion of Annual Performance Assessment Reports (APARs) for the financial year 2023-24- 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.

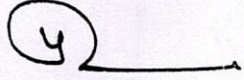
Therefore, all the sectional Heads / Controlling Officers are requested to expedite action in respect of the following:

1. To furnish APAR of the staff working under them for the period ending 31-03-2024 positively and ensure that no APAR for period 31-03-2024 remain pending with them either in the capacity of Reporting Officer or Reviewing Officer.
2. ACR / APARs for the period 2023-24 (01-04-2023 to 31-03-2024) will become due on 1st April 2024 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 and submit their self-appraisal to the respective Reporting Officers.

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

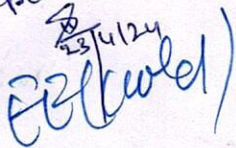
This may be given on "TOP-PRIORITY".

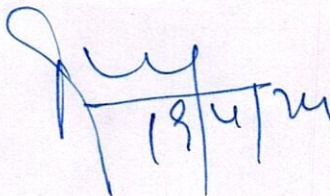

Pr. Director (Admn.)

Distribution:

1. All Sectional Heads/Controlling Officers (DUSIB) SE (Coordn)
2. Dy. Dir. (IT) - for uploading this circular in DUSIB website.

AT (ET) on leave
Deepak Program
to upload on site
13/4/24




18/4/24