

**IMPORTANT**

Govt. of NCT of Delhi  
**Department of Information Technology**  
(Cadre Controlling Unit)  
Level 9, 'B' Wing, Delhi Secretariat, New Delhi-110002.

NO.F.18(1)/2012/ITC/2983-3027

Dated: 14-5-13

**CIRCULAR**

**Sub: Regarding initiation and completion of Annual Performance Appraisal Report (APARs) in respect of IT Cadre employees for the reporting year 2012-2013.**

Sir/Madam,

The Annual Performance Appraisal Report (APARs) in respect of IT Cadre employees of GNCT Delhi for the reporting year 2012-2013 has become due for completion with effect from 01-04.2013. It has been observed that the Annual Performance Appraisal Report (APARs) are not reported/reviewed by many officers in time according to recommended procedure as prescribed under the relevant rules, which affect process of promotion, regularization etc. Due to this, meeting of the DPCs get delayed/postponed.

As per provision of MHA O.M. No. 51/14/60-Ests(A) dated 31.10.1961, it is the personal and special responsibility of Head of every Department/Office to ensure that Annual Confidential Reports(now Annual Performance Appraisal Report(APAR)) are properly maintained in respect of all persons working under his direct or ultimate control.

The reporting officers may be advised that in case the officer to be reported upon does not submit the APARs form containing self appraisal by the stipulated date, the reporting officer may proceed to write the report on the basis of his experience of work and conduct of the employee to be reported upon pointing out his failure to submit his self-appraisal within the stipulated time.

In case, the period under report is less than three months or the concerned Reporting/Reviewing officer has not seen the performance of the officer to be reported upon due to one reason or otherwise, it is the duty of the concerned department to issue a **non-reporting certificate** giving the specific reason to the effect.

It is further requested that duly completed Annual Performance Appraisal Report may be disclosed to the employee reported upon by the department itself. Comment/representation, if any, received from the officer reported upon post-disclosure of APAR may also please be ensured to be considered and decided by the department itself. Thereafter, the Annual Performance Appraisal Report duly completed in all respect along with a **certificate of disclosure** to the effect that Annual Performance Appraisal Report has been shown to the employee reported upon should reach this department latest by **31th July, 2013**.



**The Annual Performance Appraisal Report, incomplete in any respect and without disclosure, certificate will not be entertained at all.**

The blank Annual Performance Appraisal Report forms for this purpose may be downloaded from the Delhi Govt. website [www.it.delhi.gov.nic.in](http://www.it.delhi.gov.nic.in).

Yours faithfully,



(Ajay Chagti)

Addl. Secretary (IT)

Dated: 14-5-13


NO.F.18(1)/2012/ITC/ 2993-3027

**Copy for information and necessary actions to:-**

01. The Pr. Secretary, Directorate. of Training & Technical Education, Govt. of NCT of Delhi, Muni Maya Ram Marg, Pitam Pura, Delhi 110088.
02. The Commissioner, Department of Food & Supplies & Consumer Affairs, Govt. of NCT of Delhi, 'K' Block Vikas Bhawan, I.P. Estate, New Delhi-110002.
03. The Controller of Account, Principal Accounts Office, Government of NCT of Delhi A- Block, Vikas Bhawan, New Delhi-110002.
04. The Medical Superintendent, Dr. Baba Saheb Ambedkar Hospital, Government of NCT of Delhi, Rohini, Delhi-110085.
05. The Secretary, Land & Building Department, Govt. of NCT of Delhi, B-Block, Ground Floor, Vikas Bhawan, New Delhi-110002.
06. The Special Secretary (PWD), Govt. of NCT of Delhi, Public Works Department, 5<sup>th</sup> Level, 'B' Wing Delhi Secretariat, I.P. Estate, New Delhi-110113.
07. Additional Secretary, Department of Information Technology, 9<sup>th</sup> Level B-wing, Delhi Secretariat, Delhi-110002.
08. The Dy. Commissioner (Admn.), Office of the Commissioner of Excise, Entt. & Luxury Tax, Govt. of NCT of Delhi, L-Block, Vikas Bhawan, I.P. Estate, New Delhi.
09. The Director Planning, Department of Planning, 6<sup>th</sup> Level, B-wing, Delhi Secretariat. New Delhi -110113.
10. The Director, Directorate of Economics & Statistics, Govt. of N.C.T. of Delhi, Old Sectt. Delhi-54.
11. The Principal Secretary-cum-Commissioner, Transport Department, Govt. of NCT of Delhi, 5/9 Underhill Road, Delhi-110054.
12. The Chief Electoral Officer, Office of Chief Electoral Officer, Old St. Stephen College Kashmere Gate, Delhi.
13. The Medical Superintendent, G.B. Pant Hospital, Govt. of NCT of Delhi, JLN Marg, New Delhi.
14. The Commissioner of Industries, Govt. of NCT of Delhi, Udyog Sadan, 419, FIE Patparganj, Delhi 110092.



15. The Secretary, Delhi Legislative Assembly, Govt. of N.C.T. of Delhi, Old Sectt., Delhi 110054.
16. The Director, Directorate of Health Services, Govt. of NCT of Delhi, F-17, Karkardooma, Delhi-110032.
17. The Chairman, Delhi Subordinate Services Selection Board, FC 18, Institutional Area, Karkardooma, Delhi 110092.
18. The Pr. Secretary, Office of Secretary Revenue, Govt. of NCT of Delhi, 5, Sham Nath Marg, Delhi-110054.
19. The Director, Deptt. Of Prevention of Food Adulteration, A-20, Lawrence Road Industrial Area, Delhi 110035.
20. The Director, Department of Agricultural Marketing, 49, Sham Nath Marg, Delhi-110054.
21. The Secretary-cum-Director, Directorate of Employment, 2 Battery Lane, Delhi-110054.
22. The Principal Secretary, Department of Finance, 4<sup>th</sup> level, A-Wing, Delhi Secretariat, New Delhi-110113.
23. The Addl. Director General, Central Jail, Govt. of N.C.T. of Delhi, Tihar, Hari Nagar, New Delhi.
24. The Pr. Secretary, Urban Development Department, Govt. of NCT of Delhi, 'C' Wing, Delhi Sachivalaya, I.P.Estate, New Delhi.
25. The Director, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
26. The Registrar, Registrar Cooperative Societies, Govt. of N.C.T. of Delhi, Parliament Street, Old Court Building, New Delhi.
27. The Principal Secretary, Social Welfare Department, Govt. of NCT of Delhi GLNS Complex, Feroz Shah Kotla New Delhi.
28. The Director General, Directorate of Home Guard & Civil Defence, CTI Complex, Raja Garden, New Delhi.
29. The Director, Directorate of Higher Education, Govt. of N.C.T. of Delhi, B-Wing, 5, Sham Nath Marg, Delhi-110054.
30. The Medical Superintendent, Lok Nayak Hospital, Govt. of National Capital Territory of Delhi, New Delhi-2.
31. The Medical Superintendent, Madan Mohan Malvy Hospital, Govt. of National Capital Territory of Delhi, New Delhi-110017.
32. Copy to the Programmer, Information Technology Department GNCT of Delhi, to upload this circular in departmental website.

  
(Ajay Chagti)  
Addl. Secretary (IT)