

GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL II: A-WING: DELHI SECRETARIAT: NEW DELHI

F.No. 1C/966/2022/GAD/Admn./37445

Dated: 08/08/2024

CIRCULAR

Sub: Regarding timelines for submission of Annual Performance Assessment Reports (APARs) in respect of Adhoc DANICS/DASS/Steno Cadre in GNCTD for the year 2023-24.

Please find enclosed herewith Services Departments' Circular No. 1130-1134 dated 02.08.2024 regarding the timeline for submission of APARs. In this regard, it is informed that the schedule for completion of APARs activities were as under:

Activity	Distribution/Online generation of blank APAR	Submission of Self-Appraisal	Submission of report by Reporting Officers to Reviewing Officer	Report to be completed by the Reviewing Officer and to be sent to Administration or CR section
Date by which activity to be completed	31st March 2024	15th April 2024	30th June 2024	31st July 2024

Further, it has been noticed that the pendency of APARs in GAD as on 08.08.2024 is as follows:

Total APARs Generated	Pending for Officer Disclosure	Pending for Self-Appraisal	Pending with Reporting Officer	Pending with Reviewing Officer
128	10	6	21	12

It is evident from the above that there is a pendency on the part of officers/officials regarding completion of APARs. Therefore, it is directed that all officers/officials must submit their APARs pending at their end by 09.08.2024.

This may please be accorded **TOP PRIORITY.**

Encl: As above.

Signed by Pradeep Tayal

Date: 08-08-2024 16:04:04

(Deputy Secretary (GAD)/H.O.O)

Copy to:-

- 1) PS to ACS (GAD).
- 2) PPS to Special Secretary (GAD).
- 3) All Deputy Secretaries(GAD).
- 4) DCA (GAD).
- 5) Data Processing Assistant, GAD with the direction to upload the same on Department's website.
- 6) Guard File.

Suptadmn/2024

Reminder-II

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BRANCH- IV
5TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI- 110002**

No.F.21(2)/IT Cell/Services/2023/1130-1134**Dated: 02/08/2024****CIRCULAR**

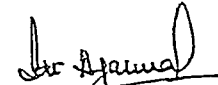
With reference to this Office Circular dated 22/03/2024 vide which the schedule of completion of APARs activities were circulated as under:-

Activity	Distribution/Online generation of blank APAR forms to all Concerned	Submission of self-appraisal to the Reporting Officer by Officer to be reported upon	Submission of report by Reporting Officers to Reviewing Officer.	Report to be completed by the Reviewing Officer and to be sent to Administration or CR Section/Cell (or Custodian), or accepting authority
Date by which activity to be completed	31 st March 2024 (This may be completed even a week earlier)	15 th April 2024	30 th June 2024	31 st July 2024

Thereafter, a reminder circular was also issued by this office vide letter No.829 dated 11/06/2024. In spite of the aforesaid, it has been observed that a large number of APARs are still pending at various stages. As on date, only 5538 APARs against 7145 officials in respect of GNCTSS Cadre and 822 APARs against 970 officials in respect of Stenographer Cadre have generated.

In view of the above, I am directed to request once again to all concerned HODs to ensure compliance of the aforesaid time lines as referred in this office Circular dated 22/03/2024.

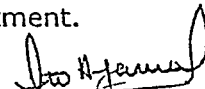
This issues with the prior approval of the Competent Authority.

**(ITI AGARWAL)****DEPUTY SECRETARY (SERVICES)****No.F.21(2)/IT Cell/Services/2023/1130-1134****Dated: 02/08/2024**

All Principal Secretaries/Secretaries and Head of Departments,
All Local Bodies/Autonomous Bodies/PSUs, Govt. of NCT of Delhi (As per list attached)

Copy for information to:

1. P.A to Pr.Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
2. P.A to Spl. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
3. Staff Officer to the Chief Secretary, GNCTD, Delhi Secretariat, New Delhi.
4. Section Officer, I.T Cell, Services Department, GNCT of Delhi, Delhi Secretariat for necessary action.
5. Section Officer (Coordination Branch), Services Department, GNCTD with the direction to upload the same on the website of Services Department.

**(ITI AGARWAL)****DEPUTY SECRETARY (SERVICES)**