

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

F.No. 1C/982/2024/GAD/Admn./16413

Dated: 25.04.2025

CIRCULAR

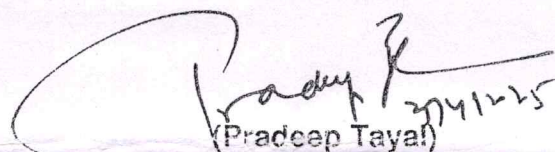
Sub: Regarding timelines for submission of Annual Performance Assessment Report (APAR) in respect of Adhoc DANICS/DASS/Steno Cadre in GNCTD for the year 2024-25.

The e-SPARROW project for the online generation of APARs for the GNCTD SS & Steno Cadre for the assessment year 2024-25 is now live. The blank APAR forms of officers/officials who have submitted the required information to GAD have been generated.

In this regard, please find enclosed the timeline for the preparation and completion of APARs for the reporting year 2024-25 (Annexure-III). It is requested that the prescribed timelines be strictly adhered to.

Furthermore, officers/officials who have not yet submitted the required information are kindly requested to submit it to their respective dealing assistants in GAD (Admn.) on or before **28.04.2025**.

This may be accorded **TOP PRIORITY**.


(Pradheep Taya)
Joint Secretary(GAD)

Encl: As above.

To,

- 1) PS to Additional Chief Secretary(GAD), Delhi Secretariat.
- 2) Deputy Secretary-I,II (GAD), Delhi Secretariat.
- 3) All Section Officers, GAD.
- 4) DPA (GAD) with the request to upload the circular on GAD website.
- 5) Guard File

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Annexure-III

Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority	01 st September	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority	15 th September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR	21 st September	
	(b) where there is Accepting Authority for APAR	06 th October	
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	