GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION / ESTABLISHMENT – I BRANCH
ROOM NO. 211-D, OLD SECRETARIAT DELHI-110054

F.No. DE-1(29)/1/13/E-1/VOL-3/3y3u-35

To

All Dy. Directors/
Head of offices/Branch In-Charges,
Dte. of Education, GNCT of Delhi,
Delhi/New Delhi.

Sub: Regarding initiation for completion of Annual Performance Appraisal Report (APARs) in respect of Grade-II, Grade-III, Grade-IV (DASS), steno Graphers and Ex-Cadre Officials for the period 2012-2013.

SIR/Madam,

The Annual Performance Appraisal Report (APARs) in respect of Grade-II, Grade-III, and Grade-IV (DASS), steno Graphers and Ex-Cadre Officials for the period 2012-2013 is due for completion with effect from 01-04-2013. It has been observed that the Annual Performance Appraisal Reports (APARs) are not reported/reviewed by many officers in time and according to due procedure as prescribed under the relevant Rules, which affects process of promotion, regularization etc. Meetings of the DPCs get delayed/postponed due to non-availability of ACRs/Annual performance Appraisal Report (APARs) and more over non-reporting/non-reviewing of ACRs/APARs leads to RTI applications and unnecessary litigations.

In this regard, your kind attention is invited to the time schedule fixed vide the Services Department circular No.F.2(4)/2012/S-IV/CC/636 dated 17/04/12 for completion of Annual performance Appraisal Report and request all concerned Reporting and Reviewing Officers to adhere to the time schedule strictly.

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 Office to ensure that Annual Confidential Reports (now Annual performance Appraisal Reports (APAR) are properly maintained in respect of all persons working under his/her direct or ultimate control.

The Reporting Officers are advised that in case the officer to be reported upon does not submit the APAR 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 officer to be reported upon, pointing out his/her failure to submit his/her self-appraisal with in 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 Department to issue a non-reporting/non-reviewing certificate giving the specis reasons to the effect.

It is, therefore, requested that the duly completed APARs in all respect long with a certificate to the effect that no APAR in r/o of Grade-II, Grade-III, Grade-IV (DASS), steno Graphers and Ex-Cadre Officials is pending at your end, should reach this office latest by 05th MAY 2013. Pending ACRs/APARs of previous years if any, lying in Schools/Branches in r/o the above mentioned staff may be forwarded to this office immediately. Your attention is also invited to the directions of the Chief Secretary, Delhi, for making specific entry in the ACRs of Reporting/Reviewing Officers, who do not write the ACRs of their subordinates.

Incomplete, and without disclosure certificate, APARs will not be entertained at all.

The blank APAR forms for this purpose may be downloaded from the Services Department Website WWW.services.delhigovt.nic.in.

Yours faithfully,

(PAWAN KUMAR)
ASSISTANT DIRECTOR (E-I)

1. The OS (IT), Computer Cell with the request to upload this letter on the official website of this Directorate to make it available for all the concerned.

(PAWAN KUMAR)
ASSISTANT DIRECTOR (E-I)