

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: BRANCH- IV  
B-WING, 7th LEVEL, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002

No.F.2(1)/2010/S-IV/CC/538-557

Dated: 12/03/2020

**Office Memorandum**

**Sub: Incorporation of "Summary of Health Report" in APAR in respect of Grade-I, II, III and IV of DASS Cadre, Stenographer Cadre and Adhoc DANICS officers aged 40 years and above.**

The scheme of Annual Medical Health Check-up for all serving employees of Govt. of NCT of Delhi aged 40 years and above has been introduced vide Services Department's OM No. F.4(1)/2017/Misc./S-IV/081452118/Suptcod/6087-6093 dated 27.11.2019, inter-alia, stipulating modalities for implementation of the scheme, making it mandatory by way of incorporating in APAR of the employee concerned.

The Regime of examination/investigation, empanelment of Private/Government Hospitals, finalization of packaged rates and preparation of health report by the respective empanelled hospitals was circulated by Directorate General of Health Services vide O.M. No. F.No.1(12)/H&FW/DGHS/4436-4686 dated 05.11.2019.

2. Accordingly, in terms of the Services Department's Circular vide F.No. 4(1)/2017/Misc./S-IV/Suptcod/3910 dated 05.08.2019, the "Summary of Health Report" prepared by the hospital concerned required to be annexed with the respective APAR of the Officer/Official concerned.


3. The updated forms of APAR in respect of employees of DASS and Stenographer Cadre are hosted at <http://services.delhi.gov.in/content/forms>. The updated form is applicable w.e.f. the reporting period 2019-2020.

4. It is reiterated that all employees, aged 40 years and above, serving in various departments under Govt. of NCT of Delhi are required to undergo the mandatory Annual Health Check-up as per the prescribed schedule. The Departments concerned are to ensure the attachment of the 'Summary of Health Report' so prepared by the hospitals, at the time of filing of personal data i.e part-1 of the APAR form in respect of employee concerned. It is clarified that for employees aged 40 years and above, the Reporting Officer is not required to comment in the column 'State of Health', however, in respect of employees below 40 years, the Reporting Officer will continue to record the specific comments with regard to State of Health of the employee being reported upon.

Contd....2....

6. All Principal Secretaries/Secretaries/HODs are requested to bring the above instructions to the notice of all concerned including reporting and reviewing officer.

This issue with the approval of Competent Authority.

  
(Anju Mangla)  
Deputy Secretary-IV (Services)

To


The all Principal Secretaries/Secretaries and Head of Departments/All Local Bodies/ Autonomous Bodies/ Public Sector Undertakings, Govt. of NCT of Delhi.

No.F.2(1)/2010/S-IV/CC/538-551

Dated: 12/03/2020

Copy to:-

1. Under Secretary (Delhi), UTS-II, MHA, Govt. of India, North Block, New Delhi.
2. P.S to Pr. Secretary to Hon'ble Lt. Governor, Delhi.
3. S.O. to Chief Secretary, Govt. of NCT of Delhi.
4. P.S. to Secretary (Services).
5. P.A. to Spl. Secretray -I/II (Services).
6. P.A. to Dy. Secretary -I/II/III (Services).
7. Section Officer (Services- I/II/III/ACP cell).
8. Section Officer (Co-ordination), Services Department, with the request to upload the amended forms of APAR on the Department's website.

  
(Anju Mangla)  
Deputy Secretary-IV (Services)

ANNUAL PERFORMANCE ASSESMENT REPORT FOR OFFICERS OF THE GNCTD  
STENOGRAPHER SERVICES

PRINCIPAL PRIVATE SECRETARY  
PRIVATE SECRETARY  
PERSONAL ASSISTANT  
STENOGRAPHER

Name of Officer \_\_\_\_\_

Report for the year/Period \_\_\_\_\_

Department : .....

**FORM**

**Annual Performance Appraisal Report of Officers of the GNCTD Stenographer Service**

**Report for the year /Period ending** : .....

**PERSONAL DATA**

**PART - I**

(To be filled by the Administrative Section concerned of the Department/Office )

1	Name of Officer		
2	Date of Birth (DD/MM/YYYY)		
	DoB (in words)		
3	Designation of post held		
4	Date of continuous appointment in the present Grade	Date:	Grade:
5.	Name of the Officer with designation with whom attached during the period of report		
6	Period of absence from duty (on leave, training etc.) during the year (If he/she has undergone training, Specify)		
7	Date of prescribed annual medical Health check up (for officers over 40 years of age) (Attach copy of summary of health report)		

4. Signature with date (Officer reported upon) : .....

Administrative Officer  
(Name, Designation and Signature)

**PART- 2 (SELF APPRAISAL)**

(To be filled by the Officer reported upon)

(Please read carefully the instruction before filling the entries)

1. Brief resume of the work done by you during the period from .....to .....(The resume to be furnished should be limited to 100 words)

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2. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

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3. Please state, briefly, the shortfalls in your input and reason thereof, if any.

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4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

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5. Have you undergone the prescribed annual Health Check up? : \_\_\_\_\_ (Yes/No)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Officer reported upon

### Part 3 - APPRAISAL

1. Does the Reporting Officer agree with the statement made in part 2 ? If not, the extent of disagreement and reasons thereof.

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2. Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Grading
i) Quality of work	
ii) Level of professional skill	
iii) Trust worthiness in handling secret and top secret matters and papers	
iv) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
Overall Grading on 'Work Output' (I to iv) /4	

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Grading
i) Attitude to work	
ii) Intelligence, keenness	
iii) Maintenance of discipline	
iv) Sense of responsibility	
v) Communication skills	
vi) Ability to work in team	
viii) Regularity and Punctuality in attendance	
Overall Grading on 'Personal Attributes' (I to viii) /8	

(C) Assessment of functional competency (weightage to this section would be 30%)

	Grading
i) Proficiency and accuracy in Stenographic work	
ii) Inter-personal relations	
iii) Coordination ability	
iv) Effective Liasison, Initiative and tact in dealing with telephone calls & visitor	
Overall Grading on 'functional Competency' (I to iv) /4	

Note: The overall grading will be sassed on addition of the mean value of each group of indicators in proportion to weightage assigned.

**PART-4**

**GENERAL**

1. Relations with the public (wherever applicable)  
(Please comment on the officer's accessibilities to the public and responsiveness to their needs)

2. Training  
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of Health ( Summary of Medical report to be attached)\*

\*(In case age is 40 years and above)

4. Integrity (Please comment on the integrity of the officer)

5. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths, extraordinary achievements, significant failures (ref. 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place: .....

Name in Block Letters: .....

Date: .....

Designation: .....  
(During the period of Report)



## INSTRUCTIONS

1. The Annual Performance Appraisal Report is an important document, it provides the basis and vital inputs for assessing the performance of an officer and for his/her further advancement in his /her career. The officer reported upon, the Reporting Officer should, therefore, undertake the duty of filing out the form with a high sense of responsibility.
2. Reporting Officers should realize that the objective is to develop an officer so that he / she realizes his / her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. Every answer shall be given in a narrative form except where numerical gradings is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
5. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development; the reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.

9. It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly and grade of 9 & 10 would be justified with respect to special accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a large population of his/her peers that may be currently working under them.
10. For Purpose of calculating average scores for expansion/promotion, the following grade will be considered

APARs graded	Grading	Score to be considered
Between 8 and 10	Outstanding	9
Between 6 and 8	Very Good	7
Between 4 and 6	Good	5
Below 4		0

#### NOTE

The following procedure should be followed in filling up the item relating to integrity:-

- i) If the officer's integrity is beyond doubt, it may be so stated.
- ii) If there is any doubt of suspicion, the item should be left blank and action taken as under:
  - a) A seprate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
  - b) If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - c) If the doubts or suspicions are confirmed, th fact should also be recorded and duty communicated to the officer concerned.
  - d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched be watched for a further period and thereafter action taken as indicated at b) and c) above.

(Ministry of Home Affairs O.M.No.51/4/84-Estt. (a) dated 21-6-1965)

**CERTIFICATE FOR DISCLOSURE OF  
PERFORMANCE ASSESSMENT REPORT**

1. Name and designation of the officer reported upon:
2. Year/Period of Assessment::
3. Date of Disclosure of APAR to the officer reported upon:
4. Whether representation received from the officer reported upon: 

Yes	No
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5. If yes, date of disclosure to the officer reported upon after consideration of his/her representation:

Signature of the forwarding authority

Date: \_\_\_\_\_