

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/Suptcood/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/Suptcood/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.

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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.

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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)