

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL  
B-WING: 7<sup>TH</sup> LEVEL: DELHI SECRETARIAT  
I.P. ESTATE: NEW DELHI

No.F.2/4/2012/S.IV/CC/ 636- 640

Dated: 17/4/2012

To

All Principal Secretaries / Secretaries and Head of Departments  
All Local Bodies / Autonomous Bodies/ Public Sector Undertakings  
Government of NCT of Delhi  
Delhi / New Delhi.

**Sub:-Introduction of Annual Performance Appraisal Report (APAR) in place of Annual Confidential Report for Adhoc DANICS Officers.**

Sir/Madam,

Keeping in view of the APAR format prescribed by DOPT/MHA and the guidelines on the subject, this Government has prepared format for recording the Annual Report of Adhoc DANICS officers to be known as Annual Performance Appraisal Report (APAR). This newly introduced APAR form enclosed as **Annexure-I**, shall be used for recording the Annual Report of Adhoc DANICS Officers with effect from the reporting year 2011-2012. The APAR of Adhoc DANICS Officers to be recorded for the period with effect from 01.04.2011 is invariably to be recorded in the new prescribed format. APAR recorded in any other format with effect from the reporting year 2011-2012 shall not be accepted.

The entire exercise of completion of APARs shall have to be carried out **as per time schedule enclosed herewith** by the concerned administrative department where Adhoc DANICS Officer is posted. After the APAR is reported and reviewed, complete APAR shall be disclosed to the Officer reported upon seeking his/her comments, if any, within 15 days of date of such communication. After expiry of the said period, the APAR along with certificate regarding disclosure of APAR (enclosed as **Annexure-II**) to the concerned DANICS officer shall be sent to Services-IV/Confidential Cell Department for further necessary action in the matter.

**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 other, it is the duty of the concerned department to issue a non-reporting /non-reviewing certificate giving the specific reasons to the effect.

Further, attention in particular is drawn of the Officer to be reported upon and concerned authorities entrusted with report and review of APAR for ensuring that **entries in the table provided on page 2 of the APAR are recorded without fail**. A copy of the APAR form in Annexure-I, and Certificate for disclosure of Annual Performance Appraisal Report (Annexure-II) in respect of Adhoc DANICS officers and time schedule for initiating Annual Performance Assessment Report for the reporting year 2011-12 onwards is enclosed. The same **can be downloaded from the website of Services Department i.e. <http://services.delhigovt.nic.in/>**. This may please be brought to the notice of all Adhoc DANICS officers posted in the Department as well as the Reporting & Reviewing Officers concerned.

Yours faithfully,



(KAILASH CHANDRA)  
SPL. SECRETARY (SERVICES)

Encls: As above.

No.F.2/4/2012/S.IV/CC/ 636- 640

Dated: 17/4/2012

Copy for information to:-

1. Principal Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Principal Secretary to Chief Minister, GNCT of Delhi.
3. Staff Officer to Chief Secretary, GNCT of Delhi
4. Copy to Superintendent(Coordination), Services Deptt. with the direction to upload the same alongwith APAR form & format of disclosure certificate on the website of Services Deptt.



(KAILASH CHANDRA)  
SPL. SECRETARY (SERVICES)

**TIME SCHEDULE FOR COMPLETION OF A.P.A.R. FOR ADHOC DANICS OFFICERS**

<b>S.No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>	<b>Action is to be taken by</b>
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon).	<b>31<sup>st</sup> March.</b> <b>(This may be completed even a week earlier)</b>	Administrative Deptt. concerned/ Officer reported upon may download the APAR form from the web-site of Services Deptt. of GNCT of Delhi
2.	Submission of self-appraisal to reporting officer/Administrative Department concerned under intimation to Services Department, Branch-IV/Confidential Cell	<b>15th April</b>	Officer reported upon
3.	Submission of report by Reporting Officer to the Reviewing Officer under intimation to Services Department, Branch-IV/Confidential Cell	<b>15th May</b>	Reporting Officer
4.	Report to be completed by Reviewing Officer and sent to the Administration/Vigilance Section of concerned Administrative Department for onward transmission to Services Department, Branch-IV/Confidential Cell	<b>15th June</b>	Reviewing Officer
5.	APAR shall be disclosed to the officer concerned by his Administrative Department. In case the officer reported upon doesn't represent or offer any comment within 15 days of date of disclosure, APAR may be forwarded to Services Department, Branch-IV/Confidential Cell along with disclosure certificate duly filled in/ signed by the disclosing authority.	<b>31st July</b>	Administrative Department concerned
6.	Representation, if any received, in connection with the adverse entry in APAR or otherwise shall be considered and decided by the Competent Authority as per extant rules. However, in case where the competent authority is Chief Secretary, Delhi the APAR alongwith representation of the Officer reported upon, comments of the Reporting/Reviewing Officer is to be forwarded to Services Department, Branch-IV/Confidential Cell.	<b>31st August</b>	Administrative Department concerned
7.	All the APARs after observing the procedure laid down above, shall be sent to Services Department, Branch-IV/Confidential Cell for taking into record.	<b>30th September, in any case</b>	Administrative Department concerned

गोपनीय  
CONFIDENTIAL

एड-हॉक दानिक्स अधिकारियों के लिये वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report  
of  
AD-HOC DANICS Officers

अधिकारी का नाम व पदनाम

Name and designation of the Officer :.....

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending :.....

विभाग

Name of the Department

प्रपत्र  
FORM

दिल्ली सरकार के एड-हॉक दानिक्स अधिकारियों के लिये वार्षिक मूल्यांकन प्रतिवेदन  
**Annual Performance Appraisal Report of Adhoc DANICS Officers**  
**( GOVT. of N.C.T. of DELHI )**

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending

भाग - 1

PART - 1

वैयक्तिक ब्यौरे  
**PERSONAL DATA**

( संबंधित विभाग के प्रशासनिक अनुभाग द्वारा भरे जाने के लिए )  
(To be filled in by the Administrative Section of concerned Department)

- अधिकारी का नाम  
Name of the Officer
- वर्तमान स्थापना  
Present establishment
- जन्म की तारीख - अंकों में (दिन/माह/वर्ष)  
Date of birth (DD/MM/YYYY)  
जन्म की तारीख (शब्दों में)  
Date of birth (in words):
- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख  
Date of continuous appointment to the present grade  
दिनांक  
Date  
श्रेणी  
Grade
- वर्तमान पद तथा उस पर नियुक्ति की तारीख  
Present post and date of appointment thereto  
पद  
Designation  
दिनांक  
Date
- वर्ष में कार्य से अनुपस्थिति के अवधि (छुट्टी प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण।  
Period of absence from duty (on training, leave etc) during the year (if he/she has undergone training, specify)
- हस्ताक्षर तारीख सहित (जिस अधिकारी ने उपरोक्त विवरण प्रस्तुत किया है)  
Signature with date (officer reported upon)

प्रशासनिक अधिकारी  
Administrative Officer

MOVEMENT

Sl. No.	Particulars	Date of Receipt	Signature	Date of Despatch	Signature
1	Officer being reported upon				
2	Reporting Officer				
3	Reviewing Officer				
4	O/o Chief Secretary in case of decision on adverse remarks, if any				

भाग - 2  
PART - 2

रिज़्यूम  
RESUME

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए

To be filled in by the Officer reported upon

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)

(Please read carefully the instruction before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण (Brief description of duties ~)

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2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस-मैं प्रथमिकता के आधार पर बनाएं और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं। (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

क्रम सं० Sl. No.	लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियां Achievements	विवरण Remarks
1			
2			
3			
4			
5			
6			
7			
8			

(Please also indicate items by marking (√) in which there has been significant higher achievements and contribution thereto)

3. कृपया उल्लेख करें कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल सम्पत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलैण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी थी। यदि नहीं तो विवरण दर्ज कराने के तारीख दी जाए।

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

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दिनांक :  
Date : .....

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reported upon

भाग - 3

PART - 3

संख्यात्मक ग्रेडिंग/वर्गीकरण  
NUMERICAL GRADING

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाता है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 से कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

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

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)  
(Please read carefully the instruction before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के अधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted.		
ii) कार्य-निष्पादन की कोटि Quality of output.		
iii) विश्लेषणात्मक योग्यता Analytical ability.		
iv) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed.		
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण <b>Overall Grading on 'Work Output'</b>		

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		
iii) अनुशासन का अनुक्षण Maintenance of Discipline		
iv) संप्रेषण क्षमताएं Communication skills.		
v) नेतृत्व गुण Leadership qualities.		
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
vii) समय सारणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality		
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण <b>Overall Grading on 'Personal Attributes'</b>		

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.		
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iii) निर्णय लेने की क्षमता Decision making ability		
iv) समन्वय क्षमता Ability to motivate and develop subordinates		
v) पहल शक्ति Initiative		
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण <b>Overall Grading on 'Functional Competency'</b>		
प्रतिवेदन प्राधिकारी के हस्ताक्षर <b>Signature of Reporting Authority</b>		

भाग - 4

PART - 4

सामान्य

GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs.)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

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

3. स्वास्थ्य की स्थिति  
State of health

4. सत्यनिष्ठा  
Integrity  
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)  
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ- भाग-2 का 3 (अ) एवं 3 (ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

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

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

स्थान :  
Place : .....

नाम साफ अक्षरों में:  
Name in Block Letters: .....  
पदनाम:  
Designation: .....

दिनांक :  
Date : .....

प्रतिवेदन की अवधि में:  
During the period of Report: .....

भाग - 5

पुनर्विलोकनप्राधिकारी द्वारा भरा जाएगा

PART - 5

TO BE FILLED BY REVIEWING AUTHORITY

1. पुनर्विलोकन अधिकारी के अंतर्गत सेवा काल  
Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये मूल्यांकन से सहमत हैं?  
(संदर्भ: भाग-3 (अ)(iv) तथा भाग-4(5))  
(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गये गुणों के किसी सुख्यात्मक मूल्यांकन से सहमत नहीं है तो कृपया अपना मूल्यांकन इस खण्ड के दिये स्तम्भ में दें तथा विद्यमानता को आद्यक्षर करें।)  
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer?

हां Yes	नहीं No
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3. असहमत होने के स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?  
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।  
Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections. ?

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5. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer

स्थान :  
Place : .....

नाम साफ अक्षरों में:  
Name in Block Letters: .....

दिनांक :  
Date : .....

पदनाम/ Designation: .....  
प्रतिवेदन की अवधि में:  
During the period of Report: .....

संख्यात्मक श्रेणीकरण के साथ ए.पी.ए. आर. भरने संबंधी दिशा निर्देश  
Guideline regarding filling up APAR with numerical grading.

- i. ए.पी.ए. आर. के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।  
The columns in the APAR should be filled in with due care and after devoting adequate time in manuscript.
- ii. यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है। अतः इनका औचित्य दिये जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।  
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific 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 larger population of his/her peers that may be currently working under them.
- iii. ए.पी.ए.आर. का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।  
APAR graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for the empanelment/promotion.
- iv. ए.पी.ए.आर. का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा प्राप्तांक 7 दिया जाएगा।  
APAR graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- v. ए.पी.ए.आर. का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा प्राप्तांक 5 दिया जाएगा।  
APAR graded between 4 and short of 6 will be rated as “Good” and will be given a score of 5.
- vi. ए.पी.ए.आर. का 4 से कम वर्गीकरण “शून्य” लिया जाएगा।  
APAR graded below 4 will be given a score of “Zero”.
- vii. ए.पी.ए.आर. में भिन्न/अंश ग्रेडिंग नहीं दी जाएगी।  
Fraction grading in APAR will NOT be given.

**ANNEXURE-II**

**CERTIFICATE FOR DISCLOSURE OF PERFORMANCE APPRAISAL REPORT OF ADHOC DANICS OFFICER**

1. Name of the officer  
reported upon

2. Year /period of  
Assessment

3 Date of disclosure of  
APAR to the officer  
reported upon

4. Whether comments received from  
the officer reported upon

**Yes/No**

5. If yes, date of disclosure to the  
officer Reported upon after  
consideration of his comments

6. Whether officer has made representation  
to the Competent Authority

**Yes/No**

7. If yes, ;the date of communication of  
final report after consideration by  
the Competent Authority

Sign. of Forwarding Authority: \_\_\_\_\_

Name :: \_\_\_\_\_

Designation: \_\_\_\_\_

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