

MOST URGENT
TIME BOUND

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL
5TH LEVEL 'B' WING DELHI SECRETARIAT
NEW DELHI-110002

No.F.21(2)/IT Cell/Services/2023/464

Dated: 22/03/2024

To

All Principal Secretaries/Secretaries and Head of Departments,
All Local Bodies/Autonomous Bodies/PSUs, Govt. of NCT of Delhi

Sub: Time lines for submission of Annual Performance Assessment Report (APAR) in respect of Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2023-24.

Sir/Madam,

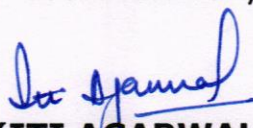
In continuation of this Office Circular dated 05-04-2023 regarding implementation of E-Sparrow (E-APAR), I am directed to inform that the last date of generation of blank APARs for the period 2023-24 is 31st March, 2024. The detailed time schedule is enclosed as per Annexure 'A'.

All HOD's may kindly ensure that the blank APARs for the period 2023-24 may be generated by 31st March, 2024.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: As above.

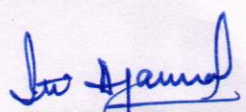

(ITI AGARWAL)
DEPUTY SECRETARY (SERVICES)

No.F.21(2)/IT Cell/Services/2023/464

Dated: 22/03/2024

Copy for information to:

1. Principal Secretary to the Lt. Governor, GNCTD, Raj Niwas, Delhi-110054.
2. P.A to Pr. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
3. P.A to Spl. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
4. Staff Officer to the Chief Secretary, GNCTD, Delhi Secretariat, New Delhi.
5. Section Officer, I.T Cell, Services Department, GNCT of Delhi, Delhi Secretariat for necessary action.
6. Section Officer (Coordination Branch), Services Department, GNCTD with the direction to upload the same on the website of Services Department.


(ITI AGARWAL)
DEPUTY SECRETARY (SERVICES)

Time lines for submission of Annual Performance Assessment Report (APAR) in respect of Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2023-24.

S.NO.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution/Online generation 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)	31 st March 2024 (This may be completed even a week earlier)
2.	Submission of self-appraisal to the Reporting Officer by Officer to be reported upon(Where applicable)	15 th April 2024
3.	Submission of report by Reporting Officers to Reviewing Officer.	30 th June 2024
4.	Report to be completed by the Reviewing Officer and to be sent to Administration or CR Section/Cell (or Custodian), or accepting authority, where provided.	31 st July 2024
5.	Appraisal by Accepting Authority, wherever provided	31 st August 2024
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority. (ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	01 st September 2024 15 th September 2024
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of Communication.
8.	Forwarding of representation to the competent Authority (i) Where there is no accepting authority for APAR (ii)Where there is accepting authority for APAR	21 st September 2024 06 th October 2024
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November 2024
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November 2024