

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BRANCH- IV
5TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI- 110002

No. F.2(1)/2010/S.IV/CC/ 748-754
CIRCULAR

Dated: 16/06/2025

Sub:- Preparation and maintenance of APARs in the various Department of Government of National Capital Territory of Delhi (GNCTD) – reg.

The Union Public Service Commission (UPSC) vide its letter Number F.No.1/31(3)/2025-PD-2 dated 30.04.2025 on the subject noted above has been requested the Department of GNCT of Delhi to take note of the extant guidelines of DoPT for preparation and maintenance of APARs and provided a template of the APAR format.

In view of the above, the above said letter alongwith its enclosure are being forwarded to all the departments of Government of NCT of Delhi for compliance please.

Encls: As above



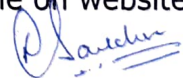
(Rajesh Sachdeva)
Dy. Secretary (Services)

All ACSs/Pr. Secretaries/Secretaries/HoDs
Government of NCT of Delhi

No. F.2(1)/2010/S.IV/CC/ 748-754

Dated: 16/06/2025

1. S.O. to Chief Secretary, Delhi.
2. Additional Chief Secretary (Finance), with the request to update the APARs format in respect of Accounts cadre as per extant DoPT guidelines on preparation and maintenance of APARs.
3. P.A. to Pr. Secretary (Services), GNCT of Delhi.
4. P.A. to Spl. Secretary (Services), GNCT of Delhi.
5. S.O (Coordination) with the request to upload the same on website.
6. Guard file.



(Rajesh Sachdeva)
Dy. Secretary (Services)

480/c

F.No. 1/31(3)/2025-PD-2
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI-110069

Dated 30th April, 2025

To,

The Chief Secretary
Government of NCT of Delhi
3rd Delhi Secretariat, IP Estate,
New Delhi, Delhi 110002

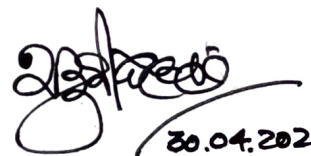
SUB: Preparation and maintenance of APARs in the various Departments of Government of National Capital Territory of Delhi (GNCTD) - reg.

Sir,

I am directed to refer to the DPC meeting held on 28.04.2025 in the Commission to consider promotion to the post of Controller of Accounts, Finance Department, GNCTD. During the meeting Hon'ble Member, Sh. Sanjay Verma raised the matter regarding the format adopted by the Finance Department for recording of APARs. The said format does not contain the self appraisal part to be filled by the officer reported upon, nor the gradings to be awarded by the Reporting and Reviewing Officers for assessment of various attributes of the concerned officer. This is not conducive to a fair and objective assessment process.

2. It is therefore, requested that the various Departments under GNTCD may like to take note of the extant DoPT guidelines on preparation and maintenance of APARs, and accordingly, align their existing format for recording APARs. This will ensure a holistic and comprehensive APAR process. A template of the APAR format used in the Central Government Ministries/Department /Organizations is enclosed to facilitate the requested exercise.

Yours sincerely,



(Sharad Kumar Srivastava)
Joint Secretary (PD)
011-23385007

Encl as above

SS (serv. I)

DS-II (S)

SS/5-IV (APAR) 2/5/25
DA

479/C

Annual Performance Appraisal Report

अधिकारी का नाम
Name of Officer:.....

समाप्ति वर्ष/ अवधि का प्रतिवेदन
Report for the year/period ending:.....

478/C

मंत्रालय/विभाग

Ministry/ Department of

प्रपत्र

Form

केंद्रीय सचिवालय के अनुभाग अधिकारी एवं सहायक के लिए वार्षिक मूल्यांकन प्रतिवेदन.
Annual Performance Appraisal Report

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending.....

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग - १

Part-1

(मंत्रालय/विभाग/कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section Concerned of the Ministry/Department/Office)

1. अधिकारी का नाम

Name of Officer

2. जन्म की तारीख (दिन/ माह/ वर्ष)

Date of Birth(DD/MM/YY)/...../..... शब्दों में
(In words).....

3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख
Date of continuous appointment to the
to the present grade

दिनांक
Date.....

श्रेणी
Grade

4. वर्तमान पद तथा उस पर नियुक्ति की तारीख
Present post and date of appointment
thereto

पद
Post

दिनांक
Date

5. वर्ष में कार्य से अनुपस्थित की अवधि (छुट्टी
प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण
लिया है तो उसका विवरण दें.

Period of absence from duty (on training
leave, etc.) during the year if he has undergone
training, specify.

भाग - २

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

PART - 2

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 instructions before filling the entries)

1. किये गए कार्य के संक्षिप्त विवरण

Brief description of duties

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय/ आपने स्वयं अपने लिए निर्धारित किये हैं, या आपके लिए निर्धारित किये गए हैं उन (परिणाम या अन्य रूप में) कार्यों की आठ - दस महत् प्राथमिकता 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)

लक्ष्य/उद्देश्य/ध्येय Targets/objectives/Goals	उपलब्धियां Achievements

3. (अ) कृपया मद २ में बताये गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संछेप में उल्लेख करें. यदि लक्ष्यों के प्राप्ति में कोई बाधाएं रही हों तो वे बताएं.

(A) please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in items 2. Please specify constraints, if any, in achieving the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें

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

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष के अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात कैलेंडर वर्ष से उत्तरवर्ती वर्ष को ३१ जनवरी तक दर्ज करा दी गयी थी. यदि नहीं तो विवरण दर्ज करने की तारीख दी जाये.

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

दिनांक:

Date

सूचना देने वाले अधिकारी के हस्ताक्षर

Signature of officer reported upon

PART - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्विलोकन किया जाता है जो १-१० के पैमाने पर होना चाहिए, जहाँ १ सबसे कम श्रेणी का तथा १० उच्चतम श्रेणी का उल्लेख करना 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 प्रविष्टियाँ को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग के भर ४०% होगा)

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

	Reporting Authority प्रतिवेदन प्राधिकारी	Reviewing Authority (Refer para 2 of part 5) पुनर्विलोकन प्राधिकारी (सन्दर्भ भाग 5 का पैरा २)	Initial of Reviewing Authority पुनर्विलोकन प्राधिकारी के आधक्षर
पूर्वनियोजित कार्य कि परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
कार्य निष्पादन कि कोटि Quality of output			
विश्लेषणात्मक योग्यता Analytical ability			
अपवादात्मक कार्य कि परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
निर्गत कार्य पर कुल मिलकर श्रेणीकरण Overall Grading on 'work output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भर ३०% होगा)

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

	Reporting Authority प्रतिवेदन प्राधिकारी	Reviewing Authority (Refer para 2 of part 5) पुनर्विलोकन प्राधिकारी (सन्दर्भ भाग 5 का पैरा २)	Initial of Reviewing Authority पुनर्विलोकन प्राधिकारी के आधक्षर
कार्य कि अभिवृत्ति Attitude to work			
जिम्मेदारी का बोध Sense of responsibility			
अनुशासन का अनुरक्षण Maintenance of Discipline			
सम्प्रेषण छमताएँ Communication skills			
नेतृत्व गुण Leadership skills:-			
दल कि भावना के कार्य करने के क्षमता Capacity to work in team spirit			
समय सारिणी का अनुसरण करने कि क्षमता Capacity to adhere to time-schedule			
परस्पर व्यक्तिगत सम्बन्ध Inter-personal relations			
समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग कि भार 30% होगा)
(C) Assessment of functional competency (weightage to this section would be 30%)

	Reporting Authority प्रतिवेदन प्राधिकारी	Reviewing Authority (Refer para 2 of part-5) पुनर्विलोकन प्राधिकारी (सन्दर्भ भाग 5 का पैरा 2)	Initial of Reviewing Authority पुनर्विलोकन प्राधिकारी के आधक्षर
नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग कि जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
नीतिबद्ध योजना बनाने कि क्षमता Strategic planning ability			
निर्णय लाइन कि क्षमता Decision making ability			
समन्वय क्षमता Coordination ability			
अधीनस्थ को प्रेरित एवं विकसित करने कि क्षमता Ability to motivate and develop subordinates			
पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग - ४
PART - 4

सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)
Relation with the public (wherever applicable)

(जनता कि आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिपणी दें)

(Please comment on the officers accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण
Training

(कृपया अधिकारी कि प्रभाविता एवं कार्य छमताओं में और अधिक सुधार और वृद्धि करने कि दृष्टी से उसके प्रशिक्षण के लिए सिफारिश 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 टिपणी 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 अभिप्रेती शामिल हों
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strength, extraordinary achievements, significant failure (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 संख्यात्मक वर्गीकरण.
Overall numerical grading on the basis of weightage given in Section A, B, C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान
Place:

दिनांक
Date:

नाम साफ़ अक्षरों में:

Name in Block Letters :

पदनाम

Designation:

प्रतिवेदन की अवधि में

Duration of the period of Report :

PART-5.**TO BE FILLED BY REVIEWING AUTHORITY**

1. Length of service under the Reviewing Officer.

--

2. 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?

YES	NO
------------	-----------

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add.?

--

4. **Pen picture by the 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.

--

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

--

Signature of the Reviewing Officer

Place:

Name in block letters.....

Date:

Designation :.....
(During the report period).

Guidelines regarding filling up of APAR with numerical grading

- i. The columns in the APAR should be filled in with due care and after devoting adequate time in manuscript.
- ii. 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. 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 empanelment/ promotion.
- iv. APAR graded between 6 and 8 will be rated as ‘Very Good” and will be given a score of 7.
- v. APAR graded between 4 and short of 6 will be rated as “Good” and will be given a score of 5..
- vi. APAR graded below 4 will be given a score of “zero”.
- vii. Fraction grading in APAR will NOT be given.

ANNEXURE-II**CERTIFICATE FOR DISCLOSURE OF PERFORMANCE APPRAISAL 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 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 : _____

Signature of the forwarding authority:-

Name _____

Designation _____

Date: _____