

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL**  
**7<sup>TH</sup> LEVEL 'B' WING DELHI SECRETARIAT**  
**NEW DELHI-110002**

**No.F.2(1)/2021/S.IV/CC/1120-24**

**Dated:** 15/07/21

To

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

**Sub:** Extension of time lines for submission of Annual Performance Assessment Report (APAR) in respect of DANICS / Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2020-21.

Sir/Madam,

I am directed to refer the DoP&T, GOI O.M No.21011/02/2015-Estt. (A-II)-part II dated 17.06.2021 vide which the time lines for submission of APARs in respect of Group 'A', 'B' and 'C' of Central Civil Services had been extended owing to the situation arising out of COVID-19 as a one time measure. Now the DoP&T, GOI vide its OM dated 17.06.2021 has further extended the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' of Central Civil Services, as a one time measure.

Accordingly, time schedule for distribution/online generation, recording and completion of entire APAR for the year 2020-2021 in respect of DANICS / Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2020-2021 issued vide No. F.2(1)/2021/S.IV/CC/836-40 dated 18.05.2021 is revised and extended as under:

S.NO.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms	31 <sup>st</sup> July 2021
2.	Submission of self-appraisal to the Reporting Officer	31 <sup>st</sup> Aug 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> Sep 2021
4.	Forwarding of Report by Reviewing Officer to APAR Cell/Accepting Authority (wherever provided)	15 <sup>th</sup> Nov 2021
5.	Appraisal by Accepting Authority, wherever provided	15 <sup>th</sup> Dec 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	30 <sup>th</sup> Nov 2021
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	31 <sup>st</sup> Dec 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent Authority	
	(i) Where there is no accepting authority for APAR	31 <sup>st</sup> Dec 2021
	(ii) Where there is accepting authority for APAR	15 <sup>th</sup> Jan 2022
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	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> March 2022

Rest of the contents of circular dated 18.05.2021 shall remain same. Further, the decision conveyed vide OM No. F. No.4(1)/2017/Misc./S-IV/081452118/67-75 dated 08.01.2021 regarding delinking of submission of Summary of Health Report from APAR for the period 2020-2021 and waiving off Annual Health Check-up for the period 2020-2021, shall stand.

It is requested that the time schedule for recording and completion of APARs as provided herein above may be widely circulated for information and strict adherence by all concerned.

The blank APAR forms for this purpose may download from the Services Department website [www.services.delhi.govt.in](http://www.services.delhi.govt.in).

Yours faithfully,

  
(ANJU MANGLA)

DEPUTY SECRETARY (SERVICES)

No.F.2(1)/2021/S.IV/CC/ 1120-24

Dated: 15/7/21

Copy for information to:

1. Principal Secretary to the Lt. Governor, GNCTD, Raj Niwas, Delhi-110054
2. Addl. Secretary to the Hon'ble Chief Minister, GNCTD, Delhi Secretariat, New Delhi
3. Staff Officer to the Chief Secretary, GNCTD, Delhi Secretariat, New Delhi.
- ✓ 4. Section Officer (Coordination Branch), Services Department, GNCTD with the direction to upload the same on the website of Services Department.

  
(ANJU MANGLA)

DEPUTY SECRETARY (SERVICES)