

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

No.F.2(1)/2021/S.IV/CC/136-1

Dated: 18/05/2021

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 inform that the DoP&T, GOI vide its O.M No.21011/02/2015-Estt. (A-II)-part.II dated 14.04.2021 has revised/extended the time lines for submission of APARs in respect of Group 'A', 'B' and 'C' officers of Central Civil Services in the light of situation arising out of COVID-19 as a onetime measure.

Accordingly, time schedule for distribution/online generation, recording and completion of entire APAR process for the year 2020-21 in respect of DANICS / Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2020-2021 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 st May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 th June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July 2021
4.	Forwarding of Report by Reviewing Officer to APAR Cell/Accepting Authority (wherever provided)	31 st August 2021
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	10 th September 2021
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	10 th October 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	30 th September 2021
	(ii) Where there is accepting authority for APAR	31 st October 2021
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	Within 15 days of

11	competent authority on the finalization of decision by representation by the APAR cell competent authority	End of entire APAR process after which the APAR will be finally take on record	31 st December 2021
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Further, the extended timeline for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities who have demitted office or retire for service on or after 28.02.2021. They shall be allowed to record their remarks till the respective extended cut-off dates.

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

The blank APAR forms for this purpose may download from the Services Department website www.service.delhi.govt.in.

Yours faithfully,

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

No.F.2(1)/2021/S.IV/CC/ 636 /19

Dated: 18/9/21

Copy for information to

1. Principal Secretary to the Lt. Governor, GNCTD, Raj Niwas, Delhi 110054
2. 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.

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)