

**Reminder-II**

**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.21(2)/IT Cell/Services/2023/1130-1134****Dated:** 02/08/2024

**CIRCULAR**

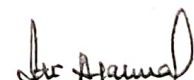
With reference to this Office Circular dated 22/03/2024 vide which the schedule of completion of APARs activities were circulated as under:-

Activity	Distribution/Online . generation of blank APAR forms to all Concerned	Submission of self- appraisal to the Reporting Officer by Officer to be reported upon	Submission of report by Reporting Officers to Reviewing Officer.	Report to be completed by the Reviewing Officer and to be sent to Administration or CR Section/Cell (or Custodian), or accepting authority
Date by which activity to be completed	31 <sup>st</sup> March 2024 (This may be completed even a week earlier)	15 <sup>th</sup> April 2024	30 <sup>th</sup> June 2024	31 <sup>st</sup> July 2024

Thereafter, a reminder circular was also issued by this office vide letter No.829 dated 11/06/2024. In spite of the aforesaid, it has been observed that a large number of APARs are still pending at various stages. As on date, only 5538 APARs against 7145 officials in respect of GNCTSS Cadre and 822 APARs against 970 officials in respect of Stenographer Cadre have generated.

In view of the above, I am directed to request once again to all concerned HODs to ensure compliance of the aforesaid time lines as referred in this office Circular dated 22/03/2024.

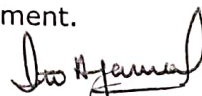
This issues with the prior approval of the Competent Authority.

**(ITI AGARWAL)****DEPUTY SECRETARY (SERVICES)****No.F.21(2)/IT Cell/Services/2023/1130-1134****Dated:** 02/08/2024

All Principal Secretaries/Secretaries and Head of Departments,  
All Local Bodies/Autonomous Bodies/PSUs, Govt. of NCT of Delhi (As per list  
attached)

Copy for information to:

1. P.A to Pr.Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
2. P.A to Spl. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
3. Staff Officer to the Chief Secretary, GNCTD, Delhi Secretariat, New Delhi.
4. Section Officer, I.T Cell, Services Department, GNCT of Delhi, Delhi Secretariat for necessary action.
5. 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)**