

No.F.32/1/2012-AC/ DS.I/ 664-666  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT

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Dte. of Trg. & Tech. Education  
Diary No. 3243

02 MAY 2012

Muni Maya Ram Marg,  
T. V. Tower, Pitam Pura,  
Delhi-110088

Dated: April 30, 2012

**CIRCULAR**

Government of India has introduced Annual Performance Appraisal Report (APAR) in place of Annual Confidential Report (ACR) vide GOI., Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training OM No.21011/1/2005- Estt(A)(Pt.II), dated May 14, 2009 read with OM dated July 23, 2009.

Accordingly, Government of NCT of Delhi has introduced APAR for Accounts Service Officers with effect from the reporting year 2011-12. The pro forma of Annual Performance Appraisal Report for the officer of the Govt. of NCT of Delhi Accounts Service can be downloaded from the website of Finance Department, Govt. of NCT of Delhi i.e. www.finance.delhigovt.nic.in. APAR recorded in any other format with effect from the reporting year 2011-2012 shall not be accepted

The entire exercise of completion of APARs shall have to be carried out as per enclosed time schedule by the administrative department concerned where the Accounts Service Officer is posted. After the APAR is reported and reviewed, complete APAR shall be disclosed to the officer reported upon seeking his/her comments, if any, within 15 days of the date of such communication. After expiry of the said period, the APAR along with certificate regarding disclosure of APAR to concerned officer shall be sent to Finance Department. The administrative departments are requested to take appropriate action accordingly.

(ARVIND JAIN)  
Dy. Secretary - I

1. All Heads of Departments.  
2. All Autonomous Bodies/Grantee Institutions etc. under GNCTD.  
3. Website of FD.

GOVERNMENT OF N.C.T. OF DELHI  
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI

No.F.DTTE/AC/VII/4(8)/Misc./2008-09/

Dated 15/5/2012

**ENDORSEMENT**

Copy of the above letter is forwarded for information & necessary action to:-

1. N.S.I.T./D.T.U./DIPSAR/C.O.A./S.U.S.A./G.B.P. Eng. College/Govt. Eng. College Jaffarpur/Ambekar Institute of Technology/IIT, Dwarka.
2. The Principals of Polytechnics/ITIs /BPIBS/CSI/BTC.
3. The Registrar, Board of Technical Education, Delhi.
4. The Dy. App. Advisor, Office of the Dy. App. Advisor, Delhi.
5. All Branch incharges, DTTE (HQ).
6. P.S. to Pr. Secretary, Spl.Secretary, TTE.
7. DDO, DTTE(HQ)
8. Programmer, DTTE (HQ) for uploading on the website under the link circulars.



**Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)**

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