

GOVT. OF N.C.T. OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, IP ESTATE,
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F.3(461)/Vig./ACRs/APARs/DSW/2020/814-873

Dated: 03.03.2025

CIRCULAR

Sub:- Regarding "Initiation for completion of Annual performance Appraisal/Assessment Report (APARs in respect of officers appointed on emergent basis carrying duties and responsibility equivalent to officers of Entry Grade of DANICS, DASS Grade-I,II,III and IV, Stenographer Cadre, SAS Cadre & Ex-Cadre, Social Welfare Department."

The annual performance Appraisal/Assessment Report for the period 2024-25 in respect of Officers/Officials, SAS Cadre & Ex-Cadre, Social Welfare Department will become due for completion with effect from 01/04/2025. It has been observed that the Annual performance Appraisal Report (APARs) are not Reported/Reviewed by many officers in time and as per due procedure, as prescribed under the relevant rules, which affects process of promotion, regularization etc. Meetings of the DPCs get delayed/postponed due to non-availability of ACRs/Performance Appraisal Report (APARs).

Further, all the authorities/offices are requested to ensure that the time schedule prescribed for completion of APARs (copy enclosed) is strictly complied with.

The reporting officers are advised that in case the officer to be reported upon does not submit the APAR form containing self appraisal by the stipulated date, the reporting officer may proceed to write the report on the basis of this experience of work and conduct to the officer to be reported upon pointing out his failure to submit his self-appraisal within the stipulated time.

In case, the period under report is less than three months or the concerned reporting/reviewing officer has not seen the performance of the officer to be reported upon due to one reason or otherwise, a non-reporting/non-reviewing certificate giving the specific reasons to the effect needs to be pointed.

It is, therefore, requested that the duly completed Annual performance Appraisal Report in all respect along with a certificate to the effect that Annual Performance Appraisal Report in respect of officers/officials, SAS Cadre & Ex-Cadre, Social Welfare Department is not pending in your concerned branch, should reach in Vigilance Branch latest by 30.04.2025. While, sending Annual Performance Appraisal Report to this department, it may be certified that the same have been written by the competent authority by following the channel of reporting and Reviewing of Annual Performance Appraisal Report.

The incomplete, and without disclosure certificate, annual performance Appraisal Report(s) will not be entertained at all.

This issues with the prior approval of Director, DSW.

08/04/25
Dy. Director (Vig.)

To,

1. All DSWOs/DDOs/HOOs/Branch-in-Charge of Department of Social Welfare, GNCTD
2. Sr. System Analyst, DSW for uploading the circular on the Department website.

F.3(461)/Vig./ACRs/APARs/DSW/2020/814-873

Dated: 03.03.2025

Copy for information to:-

1. PS to Secretary(SW), DSW
2. PA to Director, DSW

08/04/25
Dy. Director (Vig.)

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08/04/2025

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Annexure-III

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 st March. (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 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th 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 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th 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 (a) where there is no accepting authority for APAR	21 st September

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	(a) where there is accepting authority for APAR	06 th 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 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November