

MOST URGENT
OUT TODAY

Govt. of NCT of Delhi
Department of Social Welfare
7th Floor, MSO Building, ITO
I.P. Estate, New Delhi-110002
(Administrative Branch)

F.44(239)/2025/DSW/Admn. 126-185

Dated: 06-04-2026

CIRCULAR

Subject: Submission of information as per attached proforma for generation of APAR for the period 01.04.2025 to 01.03.2026.

All concerned officers/officials are hereby informed that the process to generation of the Annual Performance Appraisal Report (APAR) for the period 01.04.2025 to 01.03.2026 is being initiated.

In this regard, all officers/officials (DSS and Steno Cadre) are required to furnish the necessary information as per the **attached proforma** for timely generation of their APAR for the period mentioned above.

You are requested to carefully fill in all the required details and submit the duly completed proforma to the Nodal Officer (APAR), DSW (HQ).

It may be noted that delay or non-submission of the required information may affect the timely completion of the APAR process.

This issues with the approval of the Competent Authority.

[Signature]
6-4-2026

Section Officer (Admin)/Link Officer

Encl: As above.

F.44(239)/2025/DSW/Admn. 126-185

Dated: 6-4-2026

Copy to: -

1. PPS to Additional Chief Secretary (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
3. PPS to Deputy Director (Admn), Department of Social Welfare, GNCTD, 7th Floor, MSO Building, ITO, New Delhi-110002.
4. All DDO/HOO/DSWOs of the Homes/Institutions/District Officers/Branches Incharges, Department of Social Welfare, GNCT of Delhi (for information and necessary action).
- ✓ 5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard File.

IT (Cell)

[Signature]
6-4-2026

Section Officer (Admin)/Link Officer

950/ce
06/4/2026

-99/c-

PART A

S. No	DETAILS AS PER RECORDS		
1	Name		
2	Mobile Phone No		
3	Designation		
4	Employee ID (as given on salary slip)		
5	Gov/NIC Email ID		
6	Date of Appointment on Present Post		
7	Category		
7	Place (s) of Posting during 01.04.2025 to 31.03.2026		
	From	To-	Place of Posting
7.1			
7.2			
7.3			
7.4	Details of Training		Period of Training
8.1			
8.2			
9	Detail of promotion (if any) during the Period 01.04.2025 to 31.03.2026 (If Yes Please Fill Part C for the previous post)		
9.1	Date of Promotion		
9.2	Designation prior to Promotion		

PART B (To be filled for the present Post for the period 01.04.2025 to 31.03.2026)

10	Detail of Reporting and Reviewing Officer					
	From	TO	Name of Reporting Officer and Employee ID (Must)	Designation And Cadre	Name of Reviewing Officer and Employee ID (Must)	Designation And Cadre
10.1						
10.2						
10.5						
10.4						

Continue.....

-98/c

Part C (To be filled for the previous post if promoted during the period 01.04.2025 to 31.03.2026)

11	Detail of Reporting and Reviewing Officer						
	From	TO	Date of Appointment on Post	Name of Reporting Officer and Employee ID (Must)	Designation And Cadre	Name of Reviewing Officer and Employee ID (Must)	Designation And Cadre
11.1							
11.2							
11.3							
11.4.							

PART D (DETAIL OF NOT REPORTED PERIOD) for the period 01.04.2025 to 31.03.2026)

Sl. No	From	To	Place of Posting	Reason for not reporting
12.1				
12.2				
12.3				

Sr. No.	Details	
13.1	Name of employees	
13.2	Signature	
13.3	All Details Verified by (Branch Incharge/HOO/DDO/Officer) Name & Signature With Stamp	Name -
		Signature with Stamp -

- 1) This form must be verified by the Competent Authority (without verified will not be consider, in any circumstances).
- 2) Medical Report uploaded by (own) the Officer/Official, if applicable.
- 3) NRC certificate must be attached, if applicable.
- 4) This form must be submitted with proper Forwarding.
- 5) Form Must be filled in Capital Letters (Clearly).