

No. D- 122 /CRC/2019

Dated:- 8/4/2019

**INSTRUCTIONAL ORDER**

**ANNUAL PERFORMANCE ASSESMENT REPORTS (APARs)**

In NDMC, Annual Performance Assessment Reports (APAR) for all cadres, except Group D cadres, are written financial year-wise. However, few lacuna are noticed in the present system:-

(i) The APARs provide important feedback to the officer concerned as also to the Council about ability, character and performance of the officer. But presently the duly reported, reviewed and accepted APARs are not available to the officer concerned and thus there is no opportunity for self-correction.

(ii) The duly reported, reviewed and accepted APARs are normally not available on time. Often the officer concerned has to chase his own APAR for its necessary reporting or review. In some cases, this leads to delays in processing of promotion cases. In view of this, it is decided to suitably adopt the recent orders of Government of India for higher civil services as follows:-

1. The following time schedule for various stages of APARs- as in DoP&T's O.M. No. 35014/4/83-Estt.(A) dated 23.09.1985 and O.M. No.21011/2/2009-Estt.-(A) dated 16.02.2009- will be followed strictly for all posts in Group A, B and C of NDMC.

Activity	Cut off Date
Blank APAR form to be given to the officer reported upon or to Reporting Officer by the concerned Department/ Personnel Department, specifying the Reporting Officer & Reviewing Authority	1 <sup>st</sup> May
Self Appraisal by the officer (if applicable)	31 <sup>st</sup> May
Appraisal by Reporting Authority	30 <sup>th</sup> June
Appraisal by Reviewing Authority	31 <sup>st</sup> July
Appraisal by Accepting Authority	31 <sup>st</sup> August
Disclosure to the officer reported upon	15 <sup>th</sup> September
Comments of the officer reported upon, if any	30 <sup>th</sup> September
Finalization of APAR based on representation of the officer reported upon and the comments of reporting authority/reviewing authority & accepting authority	31 <sup>st</sup> January
Disclosure of decision of Competent Authority to officer reported upon	28 <sup>th</sup> February

*Put on website  
 also develop software  
 on APAR*

All the Reporting & Reviewing Officers are required to adhere to the deadline prescribed above so that APARs of all employees are completed within the specified time frame. The names of those Reporting Officers and Reviewing Officers who failed to initiate/ review the APARs even by 30<sup>th</sup> June or 31<sup>st</sup> August as the case may be will be intimated to the Director (Personnel), NDMC who may call for the explanation of the concerned officers for not having performed the public duty.

3. The said instructions have been accepted by the Competent Authority, NDMC. As per the same, a time limit has been prescribed after which the Reporting/ Reviewing Officer shall forfeit their right to record the APAR. While the time-limits prescribed in the DoP&T's aforesaid O.M. dated 23.09.1985 should be adhered to as far as possible.

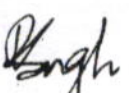
*JD/27*

*PS  
 M. circulate  
 Q.19M*



In case the APAR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the Officer to be reported upon and he shall submit all APARs held by him for Reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31<sup>st</sup> August of the year in which the financial year ended.

4. The names of those Reporting Officers and Reviewing Officers who failed to initiate/review the APARs even by 30<sup>th</sup> June or 31<sup>st</sup> August as the case may be will be intimated to the Competent Authority, who may call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in absence of proper justification direct that a written warning for delay in completing the APARs be placed in the APAR folder of the defaulting officer concerned.
5. For bringing in transparency and clarity in the ACR system in accordance with DoP&T's C.M No. 21011/1/2005-Estt.(A) dated 14.05.2009, it will be ensured that a copy of the duly reported, reviewed and accepted APAR should be communicated to the concerned officer who shall have opportunity to make any representation against any entry or final grading in APAR within a period of 15 days from the date of receipt of APAR. The representation shall be restricted to the specific factual observations contained in the report and shall be sent to C.R. Cell, which in turn will have it sent to the Reporting Officer concerned and then to the Reviewing Officer alongwith comments of Reporting Officer. After receipt of comments of the Reporting Officer and Reviewing Officer, the matter shall be placed before Competent Authority for modification, if necessary.
6. If no representation is received within 15 days, it shall be deemed that he/she has no representation to make and the APAR will be treated as final.
7. An annual executive health check is now mandatory for all Group A Officers above the age of 45 from the Financial Year 2018-2019. A copy of the summary of medical report is to be attached to the APAR Form. The health check up may be done in Charak Palika Hospital or any empanelled hospital of NDMC and expenditure on such health check up will be borne by NDMC.
8. It has been found necessary to prescribe a time limit after which the Reporting/ Reviewing Officer shall forfeit his right to record the APAR. It has been decided that while the time-limits prescribed in the aforesaid, OM, dated 23.09.1985 should be adhered to as far as possible, in case the APAR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day.

  
(Rashmi Singh)  
Secretary

All HODs (As per list)

Copy to:-

1. PS to Chairman.
2. PS to Chief Auditor / FA/ CVO / ~~Advisor (Revenue)~~.
3. Director (I.T.) for placing this circular on the website of NDMC.



**SCHEDULE OF REPORTING/REVIEWING OFFICERS FOR ACRS**

S. No.	Designation	Reporting Officer	Reviewing Officer	Counter Signature By
1.	Secretary	Chairperson	Chief Secretary	Hon'ble Chief Minister
2.	Chief Auditor	Chairperson	Chairperson	
3.	F. A.	Chairperson	Chairperson	
4.	Chief Architect	E in C/Secretary	Chairperson	
5.	C.E. (C) & C.E. (E)	E in C/Secretary	Chairperson	
6.	E in C	Chairperson	Chairperson	
7.	MOH/ Director (MS)/ Director (P)/ Director (Hort.)/ Director (Wel.)/ L.O./ Director (PR)/ Director (Estate)/ Director (Tax)/ Director (Edn.)/ Director (Inq.)/ T.C./ Director (Coord.)	Secretary	Chairperson	
8.	Director(vig.)	CVO	Chairperson	
9.	Class-I & II Officers in Vigilance department	Director (vig.)	CVO	
10.	Director (Fin.)/ Director (Accounts)	F.A.	Chairperson	
11.	Dy. MOH	MOH	Secretary	
12.	Dy. Chief Architect/ Dy. Directors (S.E.s)/ Sr. Architect/ Addl. Director (Hort.)	HOD	Secretary	
11.	Dy. Chief Auditor	Chief Auditor	Chairperson	
12.	F.O./CSO	CVO	Chairman	
13.	E.E.s (E&C)	S.E.s	C.E. (E&C)	Secretary
14.	Class-I & II Officers in Vig./Secy./MOH/Enf. Department	Respective HOD	Secretary	
15.	Addl. Director (Hort.)/ Dy. Director	Director (H)	Secretary	
16.	Asstt. Director (Hort.) & Other	Addl. Director (H)/ D.D.H.	Director (Hort.)	
17.	E.E. (Auto)	T.C./ Director WA	Secretary	
18.	A.E. (Auto)	E.E.	TC/ Director WA	
19.	Architect/ Asstt. Architect	Dy. C.A.	C.A.	
20.	A.E.s (C & E)	E.E.	S.E.	HOD
21.	S.O. (H)	A.D. (H)	Addl. D.D. (H) D.D. (H)	HOD
22.	Arch./Sr. D. Man/ Ferro Printers	Arch.	Dy. C.A.	C.A.
23.	CMO in Public Health Deptt.	MOH	Secretary	
24.	CMO/SMO/GDMO in Dispensaries & Hospitals	Director (MS)	Secretary	
25.	Sr. Storekeepers/ HMT Drivers (Moti Bagh & Others Hospitals/ Disp)/ Compounders/ Pharmacists/ Sr./ Jr. Lab Tech/ Radiographer	Immediate Officers	CMO (Medical)/ CMO (HQ)	Dir.(MS)



26.	Nurses/Sisters/Staff Nurses (Gr. A&B)/ Radiographs/ Tech. Supervisor and other staff under Health Deptt.	Senior CMO	CMO (Incharge)/ MS (CPH) MS (PMH)	Dir. (MS)
27.	Specialists	MS/ MOH (CPH)	Secretary	
28.	PS/PA	Officer attached	HODs	
29.	Stenographers/ Jr. Stenographers	Officer attached	HODs	
30.	Jt. Director/ Dy. Director	HOD	Secretary	
31.	S.O. (Estt.)	Jt. Director/ Dy. Director	HOD	
32.	Other S.O.s	Immediate Officers	HOD	
33.	H.A./ Sr. Asstt./ Jr. Asstt/ Clerical Asstts./DEO. In Civil & Elect.	A.E./A.O	E.E.s	
34.	In Other Deptt.	Immediate Officers	HOD	
35.	Telephone Operators/ Duplicating Machine Operators/ Sr./Jr. Storekeepers	Immediate Officers	HOD	
36.	Chief Sanitary Inspectors	Sanitation Officer (Health)	CMO	MOH
37.	Assistant Sanitary Inspectors/ Sanitary Inspector (Sewer)/ Drain/Malaria/K.S.	Chief Sanitary Inspector	Sanitation Officer (Health)	MOH
38.	Surveillance Workers	CSI (Malaria)	CMO (Malaria)	MOH
39.	P & Do/ Joint Director/ F.O./ Other Accounts Officers/ S.S.S.A.	Next Officer/Director (Fin.)/ Director (A/Cs)	F.A./ HOD	
40.	D.L.O.	L.O.	Secretary	
41.	A.L.O.	D.L.O.	L.O.	
42.	Hindi Officer	Director (PR)	Secretary	
43.	L.W.O.	Director (LW)	Secretary	
44.	LWS/ Ministerial Staff	LWO	Director (LW)	
45.	Supdt. Tech/ JEs/ (E&C)/ Wireman (Gr. I & II) Manager/ Foreman	AE/EE	EE/SE	HOD
46.	ACO	Director (Comm.)/ C.E. (E&C)	Secretary	
47.	Other Tech. Staff Working in Civil & Elect. Deptts.	AE	EE	SE
48.	Meter Inspector/ Group Incharge/MIS/Supdt. (C&D) Mistry	ACO	HOD	
49.	Head Guard	A.S.O.	C.S.O.	
50.	Fireman	A.F.O.	F.O.	

### Education

51.	Asst. Teacher/ Nursery Music/ PTIs/PTI Teacher & Other Staff	HM/ Vice Principal	Director (Edn.)	
52.	HMs of Middle/ High/ Sec. School	HM/Vice Principal	Director (Edn.)	
53.	Principals/ Vice Principals/ Sr. Lecturer Sec. Schools DEOs/ Jt. Director	Dir. (Edn.)	Secretary	
54.	Supervisor/ S.E.T.s/ Other Staff Working Edn./ Social Edn. Dentt.	Immediate Officers	HOD	