

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 st May
Self Appraisal by the officer (if applicable)	31 st May
Appraisal by Reporting Authority	30 th June
Appraisal by Reviewing Authority	31 st July
Appraisal by Accepting Authority	31 st August
Disclosure to the officer reported upon	15 th September
Comments of the officer reported upon, if any	30 th September
Finalization of APAR based on representation of the officer reported upon and the comments of reporting authority/reviewing authority & accepting authority	31 st January
Disclosure of decision of Competent Authority to officer reported upon	28 th 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 30th June or 31st 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.

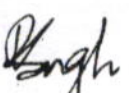
3. The said instructions have been accepted by the Competent Authority, NDMC. As per the same, a time limit has been prescribed after which the Reporting/ Reviewing Officer shall forfeit their right to record the APAR. While the time-limits prescribed in the DoP&T's aforesaid O.M. dated 23.09.1985 should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

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In case the APAR is not initiated by the Reporting Officer for any reason beyond 30th 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 31st 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 30th June or 31st 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 30th 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.