No. F.32(1)/2012-AC/Pt. file-l/2.6.46
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT

'A' Wing, 4th Level, Delhi Secretariat,
I.P. Estate, New Delhi-110002.
Phone: 23392133

Dated: 27/09/2016

To

All Head of Departments,
All Local Bodies/Autonomous Bodies/PSUs, GNCT of Delhi
Delhi/New Delhi.

Sub:- Maintenance and preparation of Annual Performance Appraisal Reports of
Accounts Cadre Officers.

Sir/Madam,

Kind attention is invited to the instructions of Government of India, Ministry of
Personnel, Public Grievances and Pension, Department of Personnel & Training issued vide
OM NO. 21011/1/2005-Estt(A)(Pt-II) dated 14th May, 2009 regarding maintenance and
preparation of APARs whereby it had been conveyed that the full APAR including the overall
grade and assessment of integrity shall be communicated to the concerned officer after the
Report is completed with the remarks of the Reviewing Officer and the Accepting Authority
wherever such system is in vogue. Where Government servant has only one supervisory
level above him as in the case of personal staff attached to officers, such communication shall
be made after the reporting Officer has completed the performance assessment. Further, the
concerned officer shall be given the opportunity to make any representation against the
entries and the final grading given in the Report within a period of fifteen days from the date of
receipt of the entries in the APAR.

However, it has come to notice that instructions/decisions of the Government of India
conveyed vide aforesaid OM are not complied with by the departments in letter & spirit while
dealing with the APARs of Accounts Cadre Functionaries of Govt. of NCT of Delhi posted in
these department. The departments are forwarding the APARs of Accounts Cadre
Functionaries to the Finance Department without completing the formalities of disclosure of
APAR to the officer reported upon.

In light of the aforesaid instructions, it is requested that concerned authorities dealing
with the APAR of Accounts Cadre Functionaries may be directed to ensure that duly
completed Annual Performance Appraisal Reports of Accounts Cadre Functionaries of
Government of NCT of Delhi working in your department are disclosed to the officers reported
upon at the level of department itself for comments, if any. In case, comments/representation,
if any, received from the officer reported upon, the same may also be ensured to be
considered and decided by the competent authority at the level of department itself.
Thereafter, the APAR completed in all respect along with a certificate of disclosure to the effect
that APAR has been disclosed to the officer reported upon may be forwarded to Finance
Department for custody/record.

Yours faithfully,

[Signature]

(L.D. JOSHI)
JOINT SECRETARY (EXPR)