

No. F.32(1)/2012-AC/Pt.file-I/2646  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT

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

Dated: 07/09/2016

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.

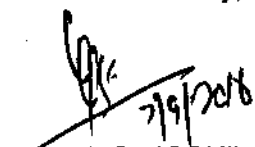
Sir/Madam,

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 14<sup>th</sup> 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 alongwith 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,



(L.D. JOSHI)

JOINT SECRETARY(EXPR)

For uploading in  
the website of  
Finance Deptt.  
Dec  
ABD.