

DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.118/CR Cell/DDA/2019/ 242

Dated:- 14-2-19


CIRCULAR

In the past it has been noticed that a number of Group-B (Non-Gazetted), Group-C and D officials are requesting to condone their APARs for year(s) on the ground that either their Reporting/Reviewing Officers have retired/expired or repatriated to their parent department and as there is no provision for filling self appraisal in their cases, therefore, they are not at fault.

In this regard, it is brought to the notice of all concerned that the APARs of all the Group-B (Non-Gazetted) officials having grade pay of Rs. 4200/- or below it, Group-C & D officials and where there is no provision of filling self appraisal, in such cases the APARs should be completely filled up by their Reporting/Reviewing Officers by 30th September of succeeding year. In case any Reporting Officer does not fill up the APAR of such officials, the concerned Reporting Officer will be held responsible and a Memo for such lapse will be placed in his/her dossier. Further, it is also ordered that every retiring officer under whom such officials have worked for more than 3 months consecutively will have to furnish a certificate in the month of December of succeeding year or before his/her retirement that he/she has filled the APAR of all Group-B (Non-gazetted), Group-C and D officials have worked under him/her in the preceding year.

Further, all Group-B(Non-gazetted), Group-C and D officials are also advised to take up the matter with their Reporting Officer for getting their APAR filled by the end of December of succeeding year or retirement of Reporting Officer, whichever is earlier.

This is issued with the approval of the Competent Authority.


14/2/19
(Tej Pal Singh)
Dy. Director (CR)

Copy to:-

1. All HODs with the request for its wide circulation.
2. Notice Board,

(CE Design)