

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi – 110001
(Personnel Division)

No: DSIIDC/APAR/Estt./2015

Dated: 27.03.2015

CIRCULAR

Subject : Annual Performance Assessment Report


All the officers and officials of the Corporation are required to fill up the Annual Performance Assessment Report (APAR) for the year ending 31.03.2015. All the officers/officials of the Corporation are directed to download a copy of APAR Form applicable to them from the website and submit the same for the period ending March 2015 duly filled up to his Reporting Officers.

They should fill up the Part-I of the APAR themselves which will be duly authenticated by ACR Cell. The officer/officials submitting the Part-II of the report (Self Appraisal) should send the APAR to his/her Reporting Officer under intimation to ACR Cell for necessary follow up as per following schedule:

1.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable)	15 th April
2.	Submission of report by Reporting Officer to Reviewing Officer: <ul style="list-style-type: none">• Where self-appraisal by officer reported upon is prescribed• Where self-appraisal by officer reported upon is not prescribed i.e. Driver	7 th May 21 st April
3.	Report to be completed by Reviewing Officer and sent to Administration or ACR Cell	23 rd May where the due date for the <u>Reporting Officer is 7th May</u> 7 th May where the due date for the <u>Reporting Officer is 21st April</u>

Note:

- (I) The ACR Cell shall, thereafter disclose the duly reviewed APAR to the concerned officer
- (II) Adverse remarks are to be communicated within a period of one month from the date they are recorded, which should in turn be done within one month of the expiry of the report period.
- (III) Any representation against the entries can be made by the concerned Officer within thirty days from the date of receipt of APAR.


(S.P. Pant)
Chief Manager (P)

To,
All Concerned

Copy To:

- (i) PS to CMD
- (ii) PS to ED
- (iii) Sr. PA to FA
- (iv) Sr. PA to GM-I
- (v) Sr. PA to GM-II
- (vi) All Chief Engineers
- (vii) All Chief Managers
- (viii) All CAOs
- (ix) DM(GAD/IT) for website
- (x) All Notice Boards, DSIIDC