

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
N-36, Bombay Life Building, Connaught Circus, New Delhi- 110001
(PERSONNEL DIVISION)

NO.DSIIDC/ACR / APAR/Estt/2015

Dated 28.10. 2015

CIRCULAR

In continuation of Circulars of even number dated 06.05.2014 and 18.06.2014 regarding submission of APARs (dully filled in) for the year ending 31.03.2014, all the officials and officers of the Corporation are once again directed to submit/ send their APARs for the last five financial years period through their reporting officer/ reviewing officer , **by 16.11.2015.**

It has come to the notice of Personnel Division that in most of the cases, even the self appraisal have not been submitted to the reporting officer by the employee concerned. This has been viewed very seriously by the Management. It has been, further, observed that the appraisal report(s) of several Group 'A' & 'B' officers are also not being submitted/reported/ reviewed timely.

In view of this, the following procedure/ schedule is being formulated for strict compliance/ adherence :-

1. The employee is required to obtain/download the copy of APAR from the website of the Corporation and submit the same to his/ her reporting officer, under whom he/she was working during the period under report, by 15th April of the following year positively (i.e. say ACR/APAR for the financial year 2014-15 by 15th April, 2015.)
2. The reporting officer will send the appraisal report of the concerned staff/officer after reporting upon it, to the concerned reviewing officer, by 30th June. (say ACR/APAR for the financial year 2014-15 by 30th June, 2015.)
3. The reviewing officer will in turn send the same to the ACR Cell, after marking grading/ comments of reviewing officer by 31st July, 2015. (say, for the ACR/APAR for the financial year 2014-15 by 31st July, 2015)
4. As per the APAR Rules, any adverse comments or below the bench mark grading has to be communicated to the employee concerned for his/her reply/ representation & explanations ,if any.
5. In any case, the APAR of all the employees of the Corporation should reach the ACR Cell before 30th November. In case the same is not received, it will amount to slackness on the part of the official/officer concerned and their name/s will be excluded from the list of officials/ officers to be promoted ,with the approval of the competent authority.

All the employees, who have not yet submitted/completed their ACR/APAR for any of the last five years, are hereby directed to complete their pending ACR/APAR at the earliest and ensure its submission ~~not later than~~ ^{by} 16th November 2015 in the ACR Cell. The list showing non-availability status of ACR/APAR is enclosed herewith.

Encl: As above

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(S.P. Pant)
Dy. General Manager (P)

Copy to:-

1. Sr. PA to MD
2. PA to ED
3. Sr. PA to Director (Finance)
4. PA to GM
5. DM (IT) (website)
6. All notice boards, DSIIDC.