

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
1st Floor, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, NEW DELHI-110006
(Administration Branch)

F. No. 16(25)/WCD/Admn/Sparrow/2020/ 1669-72

Dated:

02 MAY 2025

To,

All the Branch In charges/Deputy Directors/Institutions Heads/Homes Heads,
Department of Women & Child Development,
Government of NCT of Delhi.

Sub:-Revision of timelines for preparation/ completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

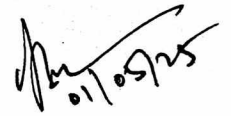
Sir/Madam,

Please find enclosed herewith the "OFFICE MEMORANDUM" received from the Under Secretary to the Govt dated 09.04.2025 on the subject cited above, contents of which are self explanatory (Copy Enclosed).

The same is being forwarded to all offices of DWCD, GNCTD for completion of APAR in respect of the officials.

Encl.: As above

Your sincerely,



Section Officer (Admn.)
Department of WCD

Copy To:-

1. OSD to Director, DWCD.
2. P.A. to Special Director, DWCD.
3. The Deputy Director (IT Branch), DWCD, GNCTD, to upload the Circular and SOP (copy enclosed) on the website of the department.



Section Officer (Admn.)
Department of WCD

Revision of Time lines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

1 message

dysecy <dysecy@delhi.gov.in>

Wed, Apr 23, 2025 at 5:02 PM

To: rahulsudan69 <rahul.sudan69@delhigov.in>, delhicivildefencehq <delhicivildefencehq@gmail.com>, balkrishnasharma219 <balkrishnasharma219@gmail.com>, dirge <dirge@gov.in>, dge2011 <dge.2011@gmail.com>, dtehedu <dtehedu@gmail.com>, J_sarangi <J_sarangi@hotmail.com>, lathwalsinder <lathwalsinder@gmail.com>, directordip2014 <directordip2014@gmail.com>, admnbranchdip <admnbranchdip@gmail.com>, dteofsmallsavings <dteofsmallsavings@gmail.com>, dvigil <dvigil@nic.in>, dirdcd <dirdcd@nic.in>, dsssb-secy <dsssb-secy@nic.in>, dsssbadm <dsssbadm@gmail.com>, itbranchdsssb <itbranch.dsssb@gmail.com>, eostorehq <eostorehq@gmail.com>, serv <serv@nic.in>, dsenv <dsenv@nic.in>, Soadm-excise <Soadm-excise@delhi.gov.in>, cexcise <cexcise@nic.in>, cfood <cfood@nic.in>, soimmdfw <soimmdfw@gmail.com>, forensicdelhi <forensicdelhi@gmail.com>, prembala024 <prembala024@gmail.com>, dcfpmgncd <dcfpmgncd@gmail.com>, sgad <sgad@nic.in>, comind <comind@sansad.nic.in>, comind <comind@nic.in>, balanramesh2014 <balanramesh2014@gmail.com>, aobranchifcd <aobranchifcd@gmail.com>, jsldelhi <jsldelhi@gov.in>, labouradm <labouradm@gmail.com>, buildingland22 <buildingland22@gmail.com>, slaw <slaw@nic.in>, sladelhi <sla.delhi@gov.in>, lokayuktadelhi <lokeyukta.delhi@nic.in>, aostatenc <aostatenc@gmail.com>, obccdelhi <obccdelhi@gmail.com>, pcdelhi <pca.delhi@nic.in>, dcoadmpao <dcoadmpao@nic.in>, raman_t_v <raman_t_v@rediffmail.com>, pspower <pspower@nic.in>, departmentpower <departmentpower@gmail.com>, nksushil <nksushil@gmail.com>, proh_delhi <proh_delhi@nic.in>, Directorateofprohibition37 <Directorateofprohibition37@gmail.com>, srighanshyam68 <sri.ghanshyam68@gov.in>, pgcdelhi <pgcdelhi@nic.in>, SOM DUTT SHARMA <rcoop@nic.in>, aradracs <aradracs@gmail.com>, sdmhq03 <sdmhq03@gmail.com>, tourismgncd <tourism.gnctd@gmail.com>, dcadmntpt <dcadmntpt@gmail.com>, psud <psud@nic.in>, adtrg1utcsdelhi <adtrg1utcs.delhi@nic.in>, dutcs <dutcs@nic.in>, acwmhq <acwmhq@gmail.com>, supdtadmwnwd <supdtadmwnwd@gmail.com>, meenaravindra6286 <meena.ravindra6286@gmail.com>, noitcncndmc <noit.cnc.ndmc@gmail.com>, noitcncmcd <noit.cnc.mcd@gmail.com>, edmcnc2015 <edmc.cnc.2015@gmail.com>, djbdirector <djbdirector@gmail.com>, ceodelhicant <ceodelhicant@gmail.com>, udadm2 <udadm2@gmail.com>

Sir/Madam,

Please find attached herewith Endorsement on above cited subject for your kind information and necessary action.

Regards,

Dy. Secretary (Services)
Services Department,
Govt. of NCT of Delhi.

DOPT self appraisal exten 23-Apr-2025.pdf
850K

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A. V. V.
A. B. S. S.
A. S. S.

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F. No. 21011/10/2025 PP(A-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated the 09th April, 2025

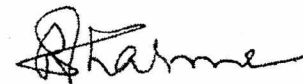
OFFICE MEMORANDUM

Subject: Revision of timelines for preparation / completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009 on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In partial modification of Annexure III of the abovementioned DoP&T OM dated 23.07.2009, the competent authority has approved revised time schedule for preparation / completion of Annual Performance Assessment Report (APAR). Accordingly, the revised time schedule, i.e., Annexure III is annexed herewith.

3. These instructions will come into force from the Reporting Year 2024-25 onwards.



(Rajesh Sharma)

Under Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoP&T, North Block, New Delhi
2. NIC for uploading of DoP&T's website

421/c

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL
5TH LEVEL 'B' WING DELHI SECRETARIAT
NEW DELHI-110002**

No.F.21(2)/IT Cell/Services/2023/485-488

Dated: 22/04/2025

ENDORSEMENT

1. All Additional Chief Secretaries/ Principal Secretaries/Secretaries and Head of Departments.
2. All Local Bodies/Autonomous Bodies/PSUs, Govt. of NCT of Delhi.
3. Section Officer, I.T Cell, Services Department, GNCT of Delhi, Delhi Secretariat for necessary action.
4. Section Officer (Coordination Branch), Services Department, GNCTD with the direction to upload the same on the website of Services Department.



**(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)**

List of O.M. forwarded:

S.No.	OM No. and Date	Subject
1.	F.No.21011/10/2025 PP (A-II), Dated 09 th April, 2025, Department of Personnel & Training (DoPT), GOI	Revision of Time lines for preparation/completion of Annual Performance Assessment Report (APAR) in respect of Central Civil Services.

420/c

Time schedule for preparation/completion of Annual Performance Assessment Report
(Reporting Year- Financial Year)

Annexure-III

S. No.	Activity	Date by which to be completed	Auto Forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	01 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May	16 th May
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	30 th June	01 st July
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided	31 st July	01 st August
5.	Appraisal by Accepting Authority, wherever provided	31 st August	01 st September
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority (b) Disclosure to the Officer Reported Upon where there is Accepting Authority	01 st September 15 th September	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority (a) where there is no Accepting Authority for APAR (b) where there is Accepting Authority for APAR	21 st September 06 th October	
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	