

**OFFICE OF THE SECRETARY-CUM- LABOUR COMMISSIONER  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5-SHAM NATH MARG, DELHI-110054  
Email: labouradm@gmail.com Ph. No. : 011-23963334**

No.F.215/ACR/Ex-cadre/Addl.L.C./Lab./2019/4062-4066 Dated: 20/11/2019

**CIRCULAR**

Sub: **Revision of Annual Performance Appraisal Report (APAR) in place of  
Annual Confidential Report for Ex-cadre OFFICERS/OFFICIALS.**

1. In order to put up an elaborate proforma to ensure impartiality, fairness, objectivity and keeping in view the current working content/ scenario of the Ex-cadre officers of Labour Department, APAR proformas have been revisited.
  2. A new set of APARs of Ex-cadre Officers/ Officials (Gazetted and Non-Gazetted separately) of all the branches of Labour Department has been approved by Competent Authority which are annexed as I and II respectively. It has been decided that the revised APAR proformas shall be used for recording the Annual Performance Appraisal Report of ex-cadre officials with effect from the reporting year 2019-20.
  3. All concerned officers/ officials are informed to initialize APAR in the revised proforma w.e.f. ACR year 2019-20. In case APAR for partial period for ACR year 2019-20 has already been reported/ reviewed and accepted by the Competent Authority in the old proforma, the same shall be considered for the said part period.
  4. Above cited sets of APAR proforma can be downloaded from the website of Labour Department. This may please be brought to the notice of all officials working under the control of Branch In-charges/District Heads.
- This issues with the prior approval of the Competent Authority.

  
20.11.19  
[ANITA RANA]

DEPUTY LABOUR COMMISSIONER (ADMN.)

No. F.215/ACR/Ex-cadre/Addl.L.C./Lab./2019/4062-4066 Dated: 20/11/2019

Copy to all the Branch In-charges/District Heads for necessary action.

Copy for information to:-

1. PA to Secretary-cum-Commissioner, Labour Deptt., 5, Sham Nath Marg, GNCT of Delhi.
2. PS/ PA to Special Labour Commissioner/ Addl. Labour Commissioner-I & II, Labour Deptt. 5, Sham Nath Marg, GNCT of Delhi.
3. PA to DLC (Admn.), Labour Deptt., 5, Sham Nath Marg, GNCT of Delhi.
4. System Analyst-with the request to upload this order along with annexures 'I' & 'II' on the website of the Deptt.
5. Guard File.

  
20.11.19  
DEPUTY LABOUR COMMISSIONER (ADMN.)

ANNEXURE - I

CONFIDENTIAL

Annual Performance Appraisal Report of Gazetted  
Ex-Cadre Officers of all Branches of Labour Department

Name and designation of the officer : .....

Report for the year/period ending : .....

Head Quarter/Name of District : .....

(1)

FORM

ANNUAL PERFORMANCE APPRAISAL REPORT

Report for the year/ period ending : .....

PART -- 1

PERSONAL DATA

(To be filled in by the Administrative Section of Labour Department, GNCTD)

1. Name of the Officer : .....
2. Present Posting (HQ/District):.....
3. Date of birth (DD/MM/YYYY) : .....
4. Date of continuous appointment to the present grade      Date..... Grade.....
5. Present post and date of Appointment thereto      Designation..... Date.....
6. Period of absence from duty  
(on training, leave etc) during the year  
(if he/she has undergone training,  
specify)
7. Signature with date (officer reported upon)

ALC/DLC(ADMN.)

(2)

MOVEMENT

| Sl.No. | Particulars                    | Date<br>Receipt | of<br>Signature | Date<br>Despatch | of<br>Signature |
|--------|--------------------------------|-----------------|-----------------|------------------|-----------------|
| 1      | Officer being<br>reported upon |                 |                 |                  |                 |
| 2      | Reporting Officer              |                 |                 |                  |                 |
| 3      | Reviewing Officer              |                 |                 |                  |                 |

(3)

PART - 2

RESUME

To be filled in by the Officer reported upon

(Please read carefully the instruction before filling the entries)

1. Brief description of duties

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2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, five to six items of work in the order of priority and your achievements against each target. (Example : Annual Action Plan for your division)

| Sl.No. | Targets/Objectives/Goals | Achievements | Remarks |
|--------|--------------------------|--------------|---------|
| 1      |                          |              |         |
| 2      |                          |              |         |
| 3      |                          |              |         |
| 4      |                          |              |         |
| 5      |                          |              |         |
| 6      |                          |              |         |

(Please also indicate items by marking (✓) in which there has been significant higher achievements and contribution thereto)

3. Please state whether the annual return of immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given.

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4. Summary of Medical Report in case of officers aged 40 years and above as on ending date under report.

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Dated : .....

Signature of Officer reported upon



(4)

PART ---3

### NUMERICAL GRADING

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the instruction before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

|  | Reporting Authority | Reviewing Authority (Refer Para 2 of Part-5) |
|--|---------------------|--|
| Accomplishment of planned work/ work allotted as per subjects allotted |                     |  |
| Quality of output  |                     |  |
| Analytical ability.  |                     |  |
| Accomplishment of exceptional work/unforeseen tasks performed          |                     |  |
| <b>Overall Grading on 'Work Output'</b>                                |                     |  |

(B) Assessment of personal attributes (weightage to this Section would be 30%)

|   | Reporting Authority | Reviewing Authority (Refer (Para-2 of Part-5) |
|---|---------------------|---|
| i) Attitude to work                             |                     |   |
| ii) Sense of responsibility                     |                     |   |
| iii) Maintenance of Discipline                  |                     |   |
| iv) Communication skills.                       |                     |   |
| v) Quality of orders issue.                     |                     |   |
| vi) Capacity to work in team spirit             |                     |   |
| vii) Capacity to adhere to time-schedule        |                     |   |
| viii) Inter-personal relations                  |                     |   |
| ix) Overall Grading on 'Personal Attributes'    |                     |   |
| <b>Overall Grading on 'Personal Attributes'</b> |                     |   |

(5)

(C) Assessment of functional competency (weightage of this Section would be 30%)

|  | Reporting Authority | Reviewing Authority (Refer<br>(Para-2 of Part-5) |
|--|---------------------|--|
| i) Knowledge of Rules<br>/Regulations/ Procedures in the<br>area of function and ability to<br>apply them correctly. |                     |  |
| ii) Overall administration of the<br>district  |                     |  |
| iii) Decision making ability   |                     |  |
| iv) Ability to motivate and<br>develop subordinates  |                     |  |
| v) Initiative  |                     |  |
| <b>Overall Grading on 'Functional<br/>Competency'</b>  |                     |  |
| <b>Signature of Endorsing<br/>Officer</b>  |                     |  |

#### PART-4

#### GENERAL

2. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs.)

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2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

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State of health keeping in view the Medical Report, if applicable.

Integrity

(Please comment on the integrity of the officer)

Pen Picture by Reporting Officer (in about 100 words} on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref. 3({A) & 3(B) of Part-2) and attitude towards weaker sections.

Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place: .....

Name in Block Letters : .....

Date : .....

During the period of Report: .....



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PART -5

TO BE FILLED BY REVIEWING AUTHORITY

1. Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer?

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|-----|----|
| Yes | No |
|-----|----|

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections. ?

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5. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the report.

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Signature of the Reviewing Officer

Place: .....

Name in Block Letters :.....

Date :.....

During the period of Report:.....

Guideline regarding filling up APAR with numerical grading.

- vi. The columns in the APAR should be filled in with due care and after devoting . adequate time in manuscript.
- li It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments, Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- iii APAR grade between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average score for the empanelment/promotion.
- iv. APAR graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- v. APAR graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- vi. APAR graded below 4 will be given a score of "Zero".
- Vii Fraction grading in APAR will NOT be given.

(9)

**ANNEXURE-II**

**CERTIFICATE FOR DISCLOSURE OF PERFORMANCE APPRAISAL REPORT OF  
GAZETTED EX-CADRE OFFICERS OF ALL BRANCHES OF LABOUR  
DEPARTMENT**

1. Name of the officer reported upon
2. Year /period of Assessment
3. Date of disclosure of APAR to the officer reported upon
4. Whether comments received from the officer reported upon
5. If yes, date of disclosure to the officer Reported upon after consideration of his comments
6. Whether officer has made representation to the Competent Authority
7. If yes, ; the date of Communication of final report after consideration by the Competent Authority

Sign. Of Forwarding Authority:.....

Name :: .....

Designation:.....

Date : .....