

**GOVERNMENT OF N.C.T. OF DELHI**  
**OFFICE OF THE DIRECTOR GENERAL OF PRISONS**  
**ESTABLISHMENT BRANCH-II, PRISONS HEADQUARTER,**  
**JANAK PURI: NEW DELHI**

**F.18(75)/ESTT/APAR/CJ/PHQ/2024/CD-3782812/1968-74**

**Dated:- 04.04.2025**

**CIRCULAR NO. 05/2025**

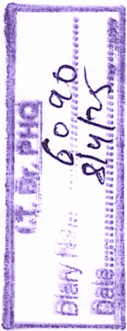
**Subject:- Timeline for recording of APARs for the year 2024-2025 in r/o Government Servants (Jail Cadre) working in Prison Department.**

1) Attention is invited to the DOP&T Office Memorandum no. 210/11/1/2005-Estt.(A)/(Pt.II) dated 14.05.2009 and 23.07.2009 circulated instructions on preparation, maintenance and timeline for recording of Annual Performance Assessment Reports (APAR).

2) Various OM's on the above mentioned subject has been issued, emphasizing from time to time the need to complete the APAR for all classes of employees in time for smooth consideration of cases pertaining to promotion, MACP, deputation etc. However, in the recent past, it has been observed that a large no. of officials/officers have not been following the prescribed time schedule as mentioned in the various OM's. The writing of APAR is a public trust and responsibility as the APAR provides the basic and vital inputs for assessing the performance of the official/officer and his advancement in his career as also to serve the data for judging his comparative merits when question arises of confirmation, promotion, grant of MACP etc. The non-adherence of the prescribed time schedule thus forfeits the basic objective.

3) Accordingly, the timeline for filling of the APAR for the year 2024-2025 is mentioned below and should be followed strictly: -

S.No.	Activity	Last Date by which the activity to be completed
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 be given)	31.03.2025
	Submission of self-appraisal to the reporting officer by the officer to be reported upon (where applicable)	15.04.2025
	Submission of APAR by reporting officer to reviewing officer	30.06.2025
4	APAR to be completed by Reviewing Officer and to be sent to Administrative Section i.e. Establishment-II, PHQ (APAR Cell)	31.07.2025
5	Appraisal by accepting authority, wherever provided	31.08.2025
6	(a) Disclosure to the officer reported upon where there is no accepting authority.	01.09.2025
	(b) Disclosure to the officer reported upon where there is accepting authority	15.09.2025
	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representation to the Competent Authority	
	(a) Where there is no accepting authority for APAR	21.09.2025



*S. Govt. P. Circulate among staff*  
*Jt. Secy. 03.04.25*  
*08/04/25*  
*Madhvi*  
*09.04.25*  
*Dep.*



	(b) Where there is accepting authority for APAR	06.10.2025
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	15.11.2025
11	End of entire APAR process, after which the APAR will be finally taken on record	30.11.2025

4) All the Head of Office/Branch In-Charges are requested to circulate the above mentioned instructions working in their respective Jails/Offices so that the APAR may be completed as per DOP&T guidelines.

5) Further, it is reiterated that the officials/officers (officer reported upon) should fill self-appraisal in APAR on time and submit their APAR to the concerned reporting officer by 15.04.2025.

6) The APAR duly completed in all aspects shall be forwarded to the Establishment Branch-II (APAR Cell), Prison Headquarter for scrutiny and record.

This issues with the prior approval of Head of Department i.e. D.G. (Prisons).

Encl:- As Above

*Ruinchal*

SUPERINTENDENT-I  
PRISON HEADQUARTER

F.18(75)/ESTT/APAR/CJ/PHQ/2024/CD-3782812/1968-74

Dated:- 04-04-2025

Copy forwarded for information& necessary action: -

- 1) Superintendent-I, II& III (PHQ)/Superintendent (MPHQ)
- 2) All Head of Offices/Superintendents (Tihar/Rohini/Mandoli) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Jails RMO (Tihar/Mandoli)
- 3) All Branch In-Charges (PHQ/MPHQ) with the direction to bring the contents of this circular into the notice of the staff posted in your respective offices
- 4) PS to DG(P)/SO to DG(P)/PA to Addl. I.G./PA to DIG(P)/PA to DIG(M)
- 5) System Analyst with the request to upload this circular along with blank APAR for all groups of employees on Department website.
- 6) Guard File

*Ruinchal*

SUPERINTENDENT-I  
PRISON HEADQUARTER

*Sushil*  
09.04.25

*Grantam (upload on website)*