

MUNICIPAL CORPORATION OF DELHI
Central Establishment Department
22nd Floor , E-1, Block Dr. S.P. Mukharjee
Civic Centre J.N. Nehru Marg,
New Delhi -110002 Phone - 011-23227201

No. CED/DP/MCD/2023/2085

Dated: 18.07.2023


Circular

Subject: Issue of NRC (Non Recording Certificate/Non Initiation Certificate (NIC) for Missing/not available periods of APARs-reg.

In order to streamline the process of Issuance of NRC/NIC in cases where the APAR is missing/not available. The Annexure may be adopted for the issuance of NRC hence forth.

After issue, one copy of the NRC should be retained in the department and the second copy of the NRC should be sent to APAR Cell in the original under a covering letter.

This issues with the approval of Commissioner, MCD.


(Rajeev Kumar)
Director (Personnel)

Encl: Annexure.

Copy to

1. All HoDs.
2. Secretary to Commissioner for information of Commissioner, MCD.
3. All Additional Commissioners.



Municipal Corporation of Delhi



Name of the Department with Address:	
Official Phone No.	
Official email id:	

NRC/NIC for missing/not available periods of Annual Performance Assessment Report (APAR)

Name of the Official/Officer :	
Designation :	
BMID No :	
Father's/ Husband's Name :	
Period of Report & Review of APAR:	
Name and Designation of the Reporting officer :	
Name and Designation of the Reviewing Officer :	
Reason for not Reporting of APAR :	
Reason for not Reviewing of APAR :	

(Please Tick (✓) whichever is Applicable)

A	Non initiation certificate (NIC) for Annual Performance Assessment Report (APAR) since Officer Reported Upon had not completed 90 days period required for initiating the APAR.	
B	Non Recording Certificate (NRC) for Annual Performance Assessment Report (APAR) since either Reporting Or Reviewing Officer Or Both Had Been Retired/Expired.	
C	Non Recording Certificate (NRC) for Annual Performance Assessment Report (APAR) in case the Officer/Official remained: (i) Under Suspension (ii) On Study Leave/Long Leave (iii) Unauthorised Absence	

The above information is certified to be correct and based on official records and issues with the prior approval of Competent Authority.

Present Reporting Officer
(Name and Stamp)

Present Reviewing Officer
(Name and Stamp)

Copy to:-

1. APAR dossier of Sh./Smt./Ms
2. Office Copy