



**DELHI DEVELOPMENT AUTHORITY**  
**CONFIDENTIAL BRANCH**

No. F.7(01)2010-11/CR/DDA/262

Dated:- 29/03/2022

**CIRCULAR**

**Sub: - Regarding filling of online Annual Performance Assessment Report (APAR) from the year 2021-22**

As per the approval of Vice Chairman, DDA, all group 'A', 'B' & 'C' (excluding erstwhile Group 'D' officials) are now required to fill their APAR with self appraisal in online mode only for the year 2021-22 and onwards, which will become due w.e.f. 01.04.2022. Further, according to the schedule prescribed by DoPT (Annexure 'III'), the self appraisal by the officer/official reported upon is to be submitted by 15<sup>th</sup> April of the succeeding year which has to be reported by 30<sup>th</sup> June, reviewed by 31<sup>st</sup> July and accepted by 31<sup>st</sup> August by the respective officers. It is therefore, requested that all Group 'A' 'B' & 'C' officers/officials should write their self appraisal for the APAR period 2021-22 within the timeline and forward the same to their concerned Reporting Officer.

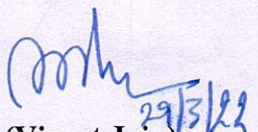
Earlier, APAR in r/o some group 'B' posts i.e. PA, PS, Draftsman etc. were initiated by this office after receiving their details from their concerned officers. Also, the APAR in r/o all group 'C' posts (excluding erstwhile Group 'D' officials) was filled in offline mode. Now, starting 01.04.2022, both these practices have been done away with and all the officers/officials (excluding erstwhile Group 'D' officials) are required to initiate their APAR online by filling up of self appraisal and forward it to their concerned Reporting Officer.

The officers/officials will be able to fill online APAR by logging onto the APAR portal using their unique ID and password accessing the link: <http://119.226.139.196/apar/>. Further, the officials, who will be filling their online APAR for the first time and if not registered on APAR portal, they are required to get themselves registered in PMIS through PMIS Branch.

All HODs are requested to ensure wide circulation of the aforesaid instructions in the offices under their control for due compliance. Please note that any delay in initiation of the APAR forms i.e. writing self appraisal/forwarding of APAR to the next level shall further delay the process of completion of APARs within the prescribed time schedule. All officers/officials are hereby directed to strictly adhere to the prescribed time schedule, failing which suitable action will be taken as per rule. In case of any difficulty in filling the APAR, please contact Asst. Director (CR-II), 7<sup>th</sup> floor, B-block, Vikas Sadan, INA.

Hindi Version will follow.

**Encl: - As above.**

  
(Vineet Jain)  
Commissioner(Pers.)

**All HODs, DDA**

Copy to:-

1. OSD to VC for kind information of VC please.
2. PS to EM/FM/PC(P) for kind information of the latter.
3. Director (P)-I & II for information please.
4. Dy. Director (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
5. Asstt. Director (PMIS) for uploading the circular on DDA's website under the Circular Tab and on APAR Tab for information.



**Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)**

| S.No. | Activity  | Date by which 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 to be given) | 31 <sup>st</sup> March.<br>(This may be completed even a week earlier). |
| 2.    | Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).  | 15 <sup>th</sup> April.   |
| 3.    | Submission of report by reporting officer to reviewing officer  | 30 <sup>th</sup> June   |
| 4.    | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.  | 31 <sup>st</sup> July   |
| 5.    | Appraisal by accepting authority, wherever provided   | 31 <sup>st</sup> August   |
| 6.    | (a) Disclosure to the officer reported upon where there is no accepting authority<br><br>(b) Disclosure to the officer reported upon where there is accepting authority                         | 01 <sup>st</sup> September<br><br>15 <sup>th</sup> September            |
| 7.    | Receipt of representation, if any, on APAR  | 15 days from the date of receipt of communication                       |
| 8.    | Forwarding of representations to the competent authority<br><br>(a) where there is no accepting authority for APAR  | 21 <sup>st</sup> September  |

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|-----|---|--|
|     | (a) where there is accepting authority for APAR   | 06 <sup>th</sup> 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 <sup>th</sup> November                                    |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record                | 30 <sup>th</sup> November                                    |