



**DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH**

PERS/CR/0006/2021/F1/-O/o DY. DIRECTOR(CR)-III /566

Date: 21/07/2022

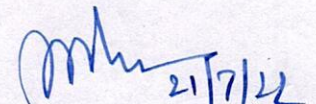
Office Order

Subject: - Reg. completion of APAR in Finance Department.

It has been observed that there is shortage of regular officers' upto the level of Dy. CAO in Finance Deptt., which result in difficulty in filling up of APARs for the officers/officials posted in Finance department. It has been decided that only regular officers available up in the chain of hierarchy will report the APARs of officers/officials working under their control. If no Reporting Officer/Reviewing officer is available upto the level of Sr. Accounts Officer, the APAR of the officers/officials will be reported/reviewed by the Dy. CAO concerned and further the reported/reviewed APAR will be reviewed/accepted by the CAO and where applicable the APAR reviewed by the CAO, will be accepted/countersigned by the Finance Member, DDA.

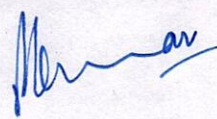
This arrangement is for the time being till the regular staff up in the chain of hierarchy is not available and where the adequate officers up in the chain are available, proper hierarchy of appraising APAR by the concerned officer will be followed.

This is issued with the approval of Vice Chairman, DDA.


(Vineet Jain)
Commissioner (P)
o/c

Copy to:

1. All Dy. CAOs, DDA for information.
2. All Sr. A.O., DDA for information.
3. PS to VC, DDA for kind information of the latter.
4. PS to FM, EM for kind information of the latter.
5. PS to PC (P), DDA for kind information of the latter.
6. PS to CAO, DDA for kind information of the latter.
7. PS to Commissioner (P) for kind information of the latter.
8. DD (Systems) with the request to kindly upload the office order on DDA's website under the tab "Employee Corner".
9. AD (PMIS) with the request to upload the office order on DDA's website under 'Personnel' section.


Dy. Director (CR)
o/c