

Time schedule for preparation/completion of APAR

Activity	Date by which activity to be completed
Forwarding of APAR data by the Reporting officers to CR Cell	15th April, 2026
Submission of Self-appraisal to Reporting Officer by officer to be reported upon	31 May 2026
Forwarding of APAR by Reporting Officer to Reviewing Officer/CR Cell	31st July 2026
Forwarding of APAR by Reviewing Officer to Accepting Authority/ CR Cell	30th September 2026
Forwarding of APAR by Accepting Authority to CR Cell	31 December 2026
Submission of representation if any. on APAR in Online mode on the DDA APAR & PRISM Portal by Officer Reported upon from the date of communication of APAR	Within 15 days from the date of communication of APAR

Annexure -II

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S.No.	Steps
1	Steps to forward APAR data by the Reporting Officer
2	Steps to trace forwarded APAR data by the Reporting Officer
3	Steps to Submit/Fill Self-Appraisal by the Officer Reported Upon

Steps to forward APAR Data By
the Reporting Officer on DDA
APAR PORTAL

Reporting Officer needs to follow these steps
to forward APAR data of the officers/officials
who report to him/her

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Step – 1

The Reporting Officer needs to login on his/her APAR portal.

The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the logo of the Delhi Development Authority is on the left and right, with the text "Delhi Development Authority" and "Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)" in the center. The main content area is a pink box with a blue header "Instructions for Employees". On the left, there is a section titled "Already a Member?" with a "Sign in to your account" link. Below this are two input fields: "User ID" and "Password", with a "Sign In" button to the right. At the bottom left of the pink box, there is a "Home / Forget password" link. On the right, the "Instructions for Employees" section contains a list of steps: "To access, Use Unique Id as printed in Salary Slip.", "Follow the process to get password:", "Click on the New/Forget Password link.", "Enter the Unique Id as printed in Salary Slip", "Enter the Email Id or Mobile Number or both registered in PMS", "Click on Reset Button.", "Password will be sent to your Email Id", "Before Any Data Updation in Your Apax Portal, You Are Requested To Update The Same Data in PMS-Call First". Below this, there is a section for "For any other assistance, Please get in touch with the APAR Helpdesk:" with contact details: "Contact us: +91-2260-1130", "Check if you registered with APAR or Not?", and "Access IP Address".

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Step – 2

Click on “Generate APAR”

The screenshot displays a web dashboard for the Delhi Development Authority. The top navigation bar includes the user's name, 'Reporting Officer'. The left sidebar contains a navigation menu with the following items: Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Review Record, Property Statement, and Generate APAR. The 'Generate APAR' item is highlighted with a red box and a red arrow. The main dashboard area features six data cards, each showing a count for 'YESTERDAY' and 'THIS WEEK'. The cards are: REPORTING APAR (0/0), REVIEWING APAR (0/0), COUNTER-SIGNED (0/0), FINALLIZED APAR (0/0), COMPARISON OF DATA ON DM CELL (0/0), and REVERTED APAR DATA BY DM CELL (0/0).

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Step – 3

Enter Employee Unique ID of Officer/Official Reported Upon

Reporting Officer

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR

Enter Employee Unique ID to search specific data

employee unique id

SEARCH

Click on Forward/Generate APAR button to Forward/Generate APAR of respective employee

SI No	Employee ID	Employee Name	Designation	Office	Click to Forward/Generate APAR
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Step – 4

Click on “Forward/Generate APAR”

Reporting Officer

Enter Employee Unique ID to search specific data

xxxxxxx

SEARCH

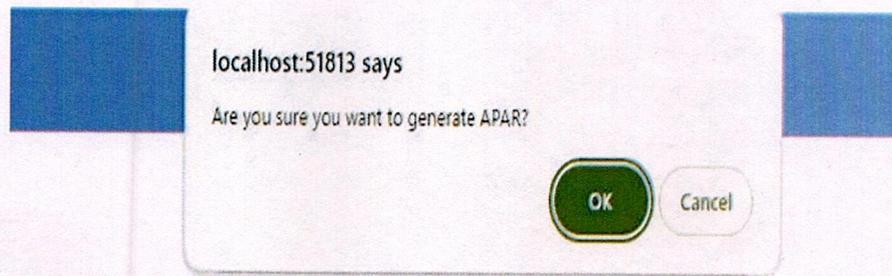
Click on Forward/Generate APAR button to Forward/Generate APAR of respective employee.

Sl No	Employee ID	Employee Name	Designation	Office	Click to Forward/Generate APAR
1	xxxxxxx	Demo Officer	Senior Secretariat Assistant	Confidential Branch	Forward/Generate APAR

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Step - 6

Confirm the Generation of APAR



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Step - 7

Click on "Ok" on the reflected message "APAR has been successfully forwarded to CR Cell for further action at their end."

localhost:51813 says

APAR has been successfully forwarded to CR Cell for further action at their end.

OK

Priority

ANNUAL PERFORMANCE ASSESSMENT RE

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Steps to trace Generated/Forwarded APAR

Reporting Officer needs to follow these steps to trace the forwarded APAR data of the officers/officials who report to him/her.

Step – 1

The Reporting Officer needs to login on his/her APAR portal.

The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the header includes the Delhi Development Authority logo on the left and right, and the text "Delhi Development Authority" in the center, with a subtitle "Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)".

The main content area is divided into two sections:

- Left Section (Login Form):** Features an illustration of a person with a key. Below it, the text "Already a Member?" is followed by "Sign in to your account". There are three links: "Click here for Filing of APR for the year 2022-23", "Click here for Filing of Reassessment: eAPAR", and "Click here for Filing of APAR for the year 2022-23". The form includes fields for "User ID" and "Password", a "Sign In" button, and a "New / Forget password" link.
- Right Section (Instructions for Employees):** A box titled "Instructions for Employees" containing a list of steps:
 - To access, use Unique Id as printed in Salary Slip.
 - Follow the process to get password :
 - Click on the New/Forget Password link.
 - Enter the Unique Id as printed in Salary Slip.
 - Enter the Email Id or Mobile Number or both registered in PMS.
 - Click on Reset Button.
 - Password will be sent to your Email Id.
 - Before Any Data Updates in Your Apas Portal, You Are Requested To Update The Same Data in PMS Cell First.

Below the instructions, there is a section for "For any other assistance, Please get in touch with the APAR Helpdesk:" with contact details:

- Contact us : +91 28481133
- Click here for registration with APAR for the year 2022-23
- Support APR 2022

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Step – 2

Click on “Forwarded APAR Data for CR Cell”

The screenshot displays a dashboard for a Reporting Officer. The dashboard includes a navigation menu on the left with options: Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Review Record, Property Statement, and Generate APAR. The main area contains several data widgets:

- REPORTING APAR:** Shows 0 for YESTERDAY and 0 for THIS WEEK.
- REUSING APAR:** Shows 0 for YESTERDAY and 0 for THIS WEEK.
- COUNTER SIGNED:** Shows 0 for YESTERDAY and 0 for THIS WEEK.
- FORWARDED APAR:** Shows 0 for YESTERDAY and 0 for THIS WEEK.
- FORWARDED APAR DATA FOR CR CELL:** Shows 1 for YESTERDAY and 0 for THIS WEEK. This widget is highlighted with a red box and a red arrow pointing to its bottom right corner.
- STATUS OF APAR DATA BY CR CELL:** Shows 0 for YESTERDAY and 0 for THIS WEEK.

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Step - 3

Click on "Preview" to view the generated APAR data which has been sent to CR Cell

Forwarded APAR data

SNo.	Employee ID	Name	Period From	Period To	Designation	Generated Officer Name	APAR Generated On	APAR Report
1	0331092	Demo Officer	01/04/2023	30/06/2023	Senior Secretariat Assistant	Demo Officer	22/03/2024	Preview

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Generated APAR Preview

दिल्ली विकास प्राधिकरण Delhi Development Authority			
Generated APAR			
Period From	01/04/2023	Period To	30/06/2023
Employee ID No	0000000	Employee Name	Demo
Current Office Name	Confidential Branch	Designation	Senior Secretariat Assistant
APAR Forwarded Officer's ID	0000000	APAR Forwarded Officer's Name & Designation	Demo Officer
APAR Generate Date	25/03/2024		
Reporting Authority	Name & Designation Demo Officer	Period From	Period To
Reviewing Authority	Demo (Assistant Director (Miscellaneous))	01/04/2023	30/06/2023
		01/04/2023	30/06/2023
Print Form			

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Steps to submit Self-Appraisal

Officer/Official needs to follow these steps to submit his/her Self-Appraisal on DDA APAR Portal.

Step – 1

The Official needs to login on his/her APAR portal.

Delhi Development Authority
Annual Performance Assessment Report (APAR) & Property Return information System Management (PRISMS)

Delhi Development Authority

Delhi Development Authority

Already a Member?
Sign in to your Account

[Forgot Password](#)

[Create for Filing of ITR for the year 2022 - New](#)
[Create for Filing of Representation - New](#)
[Create for Filing of APAR for the year 2022-23 - New](#)

User ID

Password

[Forgot Password](#)

Instructions for Employees

- To access, Use Unique ID as printed in Salary Slip.
- Follow the process to get password :
- Click on the [Forgot Password](#) link
- Enter the Unique ID as printed in Salary Slip
- Enter the Email Id or Mobile Number or both registered in PRISMS
- Click on [Reset Button](#)
- Password will be sent to your Email Id
- **Before Any Data Updation in Your Apar Portal, You Are Requested To Update The Same Data in PRISMS-Call First**
- For any other assistance, Please get in touch with the APAR Helpdesk.
- Contact us - +91 2260 1320
- Check if you registered with PRISMS or Not ?
- [Access PRISMS](#)

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Step – 2

Click on “Self Appraisal”

The screenshot displays a web dashboard for the Delhi Development Authority. The top navigation bar includes a home icon and the text "Welcome Demo - Senior Secretariat Assistant". The left sidebar contains a menu with the following items: "Dashboard", "Self Appraisal", "Tracking", "Status of Finalized APAR", "Review Record", and "Property Statement". The "Self Appraisal" item is highlighted with a red box, and a red arrow points to it. The main content area features several data cards:

- APAR**: 0 (Yesterday: 0, This Week: 0)
- REVERSE APAR**: 0 (Yesterday: 0, This Week: 0)
- COUNTERSIGNED**: 0 (Yesterday: 0, This Week: 0)
- PROCESSED APAR**: 0 (Yesterday: 0, This Week: 0)
- FINALIZED APAR DATA FOR CS**: 0
- REVERSE APAR DATA FOR CS**: 0

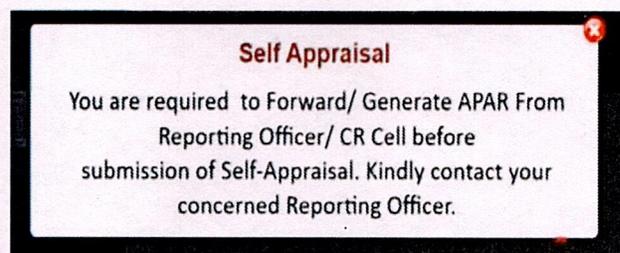
After clicking on Self appraisal

If this message appears



The official can submit his/her Self-Appraisal by clicking on "Filled APAR".

If this message appears



The official cannot file his/her Self-Appraisal as the APAR has not been generated yet. He/she is requested to contact the Reporting officer for forwarding his APAR data to CR Cell, steps mentioned above.