



दिल्ली विकास प्राधिकरण
Delhi Development Authority
गोपनीय शाखा

Confidential Branch

कमरा न०. 710, बी -ब्लॉक, सप्तम तल, विकास सदन, आई. एन. ए., नई दिल्ली - 23
Room No. 710, B-Block, 7th Floor, Vikas Sadan, INA, New Delhi-23.

दूरभाष/Telephone : 0112466-1345

Email ID : ddcrc@dda.org.in

PERS/CR/0020/2024/F1/-O/o DY DIRECTOR(CR)/362

Dated:- 13/3/26

CIRCULAR

Sub: Regarding filling of Annual Performance Assessment Report (APAR) in Online Mode for the Year 2025-26.

The process of filling/generation of APARs in Online Mode for all the Officers/Officials of DDA will become due **w.e.f. 01.04.2026** for the APAR period **2025-26**. Accordingly, the process of Generation of APAR of all Officers/Officials of DDA will be initiated by CR Cell after obtaining their data from their concerned Reporting officers/Officer Reported upon.

2. It will be the responsibility of the Reporting Officers to forward the accurate APAR data of employees worked/working under them during the period **2025-26** to the CR Cell on the DDA APAR Portal **by 15th April 2026** for generation of their APARs by CR Cell.
3. All Officers/Officials of **Group 'A', 'B' & 'C'** (excluding Erstwhile Group 'D' employees) are also required to take up the matter of forwarding their accurate APAR data for the period **2025-26** from their Concerned Reporting Officers to the CR Cell **by 15th April 2026** for generation of their APARs by CR Cell.
4. CR Cell after obtaining the APAR data from Reporting Officers will approve the data for generation of their APAR and forward the same to the Officers Reported Upon. The Officers Reported Upon are then required to duly fill their Self-Appraisal and forward the same to their Reporting officer for assessment.
5. In case, the Reporting officer is not in a position to forward the details of the officer reported upon due to transfer, repatriation etc, the officer reported upon may forward their data directly to **CR Cell via letter/E-mail** for Generation of their APAR.
6. The Self-Appraisal by the Officer Reported Upon is to be submitted by **31st May 2026** to the concerned Reporting officer. The Reporting officer to report the APAR by **31st July 2026**, Reviewing officer to Review the APAR by **30th September 2026** and the Accepting/Countersigning officer to Accept/Countersign the said APAR by **31st December 2026 (Timeline Enclosed as Annexure 1)**.
7. After Generation of APAR, if the Officer Reported Upon fails to submit the Self-Appraisal by **31st May 2026**, the same will be Auto-forwarded blank to the Reporting officers. Accordingly, if the Reporting/Reviewing/Accepting officers fails to Report/Review/Accept the APARs of the officers reported upon by the respective due dates as mentioned above, the same will be Auto-forwarded to the next stage without any Entries/Grading.
8. **All Group 'A' 'B' & 'C'** Officers/Officials are directed to strictly adhere to the procedure and time schedule prescribed above at all stages of completion of APAR failing which necessary action as per rule will be taken.

9. Also, all the Officers/Officials who are on deputation in DDA from other departments are required to fill their APAR in the format as prescribed by their Parent Department only. The Officers on deputation to DDA who have been filling their APAR in **SPARROW** in the PARICHAY Portal may continue to do so and if needed, can co-ordinate with CR Cell, DDA reg. Generation of their APARS.

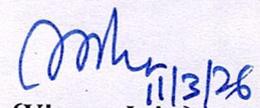
10. The Officers/Officials will be able to File/Forward APAR by logging onto the APAR & PRISM portal using their Unique ID and Password assessing the link <https://apar.dda.org.in/>. The User Manual for Forwarding the APAR data by the Reporting Officer and further submission of Self-appraisal by the Officer Reported Upon is also enclosed as **(Annexure II)** with this Circular.

11. All officers/officials are required to check their details on the APAR Portal and update from the office of PMIS, if required, before forwarding their APARS for Generation. Further, those officials, who will be filling their Online APAR for the first time, are required to get themselves first registered in PMIS through PMIS Branch and further get registered on APAR & PRISM Portal.

12. All HODs are requested to ensure wide circulation of the aforesaid instructions in the offices under their control for due compliance. It is reiterated that any delay in initiation of the APAR forms i.e. forwarding of APAR/Generation of APAR/Writing Self-Appraisal to the next level shall hinder the process of completion of APARS within the prescribed time schedule. Therefore, it may be strictly adhered to; failing which it will attract suitable action as per rule.

13. In case, any Officer/Official faces any difficulty in filling/forwarding the APAR, he/she is advised to contact CR Cell, 7th floor, B-Block, Vikas Sadan, INA, New Delhi-110023, within timeline, for resolving of their grievance.

Encl:- Annexure I & II (Also Uploaded on DDA website & APAR Portal).

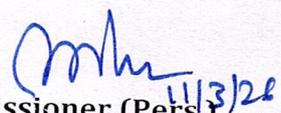

11/3/26
(Vineet Jain)

Commissioner (Pers.)

All HODS, DDA

Copy to:-

1. OSD to Vice Chairman, DDA for information please.
2. PS to F.M /E.M. DDA for information please.
3. PS to CVO, DDA for information please.
4. PS to Pr. Commissioner
(LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(System)/ (Admn.)/ (PM-UDAY)/(Communication)/(Land Pooling)DDA for information please.
5. PS to Commissioner (Plg.), DDA for information please.
6. PS to Chief Legal Advisor, DDA for information please.
5. DD (PMIS) for uploading the circular on DDA's website under the circular tab and the APAR tab for information please.
6. DD (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
7. Notice Board


11/3/26
Commissioner (Pers.)