



दिल्ली विकास प्राधिकरण  
Delhi Development Authority  
गोपनीय शाखा

Confidential Branch  
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PERS/CR/0020/2024/F1/-O/o DY DIRECTOR(CR)/ 639

Date: 09/07/25

**CIRCULAR**

**Sub : Regarding Extension of timeline in APAR for the Year 2024-25.**

In continuation to the Circular of Even No.498 dt. 02.06.2025, on the subject cited above, it has been decided to **Extend/Revise** the timeline for recording of APAR by the Officer Reported Upon/Reporting/Reviewing/Accepting officers. The revised timeline is as under:

S.No.	APAR Activities	Existing Date	Revised Date
1.	Self - Appraisal	30.06.2025	15.07.2025
2.	Reporting	31.08.2025	15.09.2025
3.	Reviewing	31.10.2025	15.11.2025
4.	Accepting	31.12.2025	31.12.2025

Further, if the Officer Reported Upon fails to submit the Self-Appraisal by **15<sup>th</sup> July 2025**, the same will be Auto-forwarded blank to the Reporting officers. Accordingly, if the respective Reporting/Reviewing/Accepting officers fail to Report/Review/Accept the APARs of the officers reported upon by the Revised dates as mentioned above, the same will be Auto-forwarded to the next stage without any Entries/Grading.

(Vineet Jain)  
Commissioner (Pers.)

**ALL HODs, DDA**

Copy to:-

1. OSD to Vice Chairman, DDA for kind information please.
2. PS to EM/FM for kind information of the latter.
3. PS to CVO for information please.
4. PS to Pr. Commissioner (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(System)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. Dy. Director (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
7. Notice Board.

(Vineet Jain)  
Commissioner (Pers.)