



निदेशक (प्रशासकीय) दि.वि.आ.
आयरी नं. 6304.....
दिनांक 09.12.25

दिल्ली विकास प्राधिकरण
Delhi Development Authority
गोपनीय शाखा
Confidential Branch
कमरा नं०. 710, बी-ब्लॉक, सप्तम तल, विकास सदन, आई. एन. ए.
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F1(2)/2025/CR/DDA/1387

Date: 09/12/25

ADVISORY

Sub: Timely Writing and Submission of APARs-reg

It has been observed that delays in the initiation, recording, and forwarding of Annual Performance Appraisal Reports (APARs) continue to occur across various Departments. Such delays result in administrative difficulties and hinder timely consideration of employees for promotions, postings, and other service-related matters.

All officers are hereby advised to ensure that APARs of all their subordinates are written, reviewed, and submitted strictly within the prescribed timelines. Adherence to the APAR schedule is mandatory and must be complied with without fail.

Any deviation from the timelines shall be viewed seriously.

This advisory is issued with the approval of the Competent Authority.

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.

(Nidhi Kanojia)
Dy. Director (CR)

Nidhi
10-12-25

AD (S) Sh. Raman

Sh. Dev, Website Engineer

(Nidhi Kanojia)
Dy. Director (CR)

