

DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.7(2)2012/CC/ 47

Dated:- 09/04/18

CIRCULAR


This is in continuation of this office circular issued vide No. F.7(01)2010-11/CR/2006 dated 22.12.2017 regarding filling of online Annual Performance Assessment Report for the year 2017-18 in respect of Group 'A' and 'B' gazetted officers, which was introduced in DDA from the assessment year 2015-16. The APAR for the year 2017-18 will become due w.e.f. 01.04.2018 as per the prescribed schedule.

All officers of Group 'A' and 'B' gazetted of the Authority are, therefore, requested to use their UID number and password for writing self appraisal in the APAR for the year 2017-18 well in time and forward the same to the concerned Reporting Officer. A list of all officials of Group 'B' (in the substantive grade pay of Rs. 4200/- (not in ACP/MACP), whose self appraisal is not required in the APAR shall be provided to the CR Cell showing the names of such employees alongwith full names, designation and UID numbers of their Reporting/Reviewing/ Countersigning/Accepting Authority in the prescribed format for uploading the APAR form on website for the year 2017-18.

It is further requested that a consolidated list of Group 'C' officials who have worked in their Zone/Wing/Deptt. for a period of more than three months during the period 2017-18 (01.04.2017 to 31.03.2018) may also be sent to CR Cell by the end of January 2018 positively in the prescribed proforma so that blank APAR forms could be sent in time. However, it is further intimated that blank APAR forms are also available on DDA website i.e. www.dda.org.in.

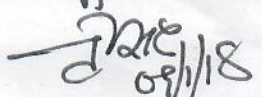
All HODs are requested to ensure wide circulation of the aforesaid instructions among the officers under their control and for due compliance.

Hindi version will follow.


(Tej Pal Singh)
Dy. Director (CR)
g/c

Copy to :-

1. All Head of Department of DDA.
2. P.S. to Pr. Commissioner, LD/LM/Housing, DDA.
3. P.S. to Commissioner (P) for kind information.
4. P.S. to C.V.O., DDA
5. P.S. to Commission-cum-Secretary, DDA.
6. Director(System) with the request to upload the circular on DDA website for wide publicity/circulation among all officers/officials of the Authority.


09/04/18
Dy. Director (CR)

DELHI DEVELOPMENT AUTHORITY

CONFIDENTIAL BRANCH

No. F.7(2)2012/CC/48

Dated:- 09/11/18

CIRCULAR

This is in continuation of this office circular issued vide No. F.7(2)2012/CC/2055 dated 29.12.2017 regarding online declaration of assets/liabilities as on 31.12.2017 in the prescribed form giving full particulars in respect of the immovable property inherited or owned or acquired by an officer/official on lease or mortgage basis, either in his/her own name or in the name of any member of his/her family or in the name of any other person.

All employee of the authority are, therefore, required to submit their Annual Property Return as on 31.12.2017 latest by 31.01.2018. **The expression like 'No change', 'same as previous year', 'no addition', 'Nil acquired/Changed during the year' etc. will not be accepted.** It is, therefore, requested that Annual Property Return for the year 2017 of all officers/officials must be submitted strictly in accordance with the Govt. of India's DoPT's guidelines by 31.01.2018 failing which disciplinary action will be initiated under DDA Conduct, Disciplinary and Appeal Regulations, 1999 without any further notice. Besides this, following action will also be taken.

1. Increment falling on July 2018 will not be released.
2. No promotion.
3. No ACP/MACP.
4. No permission for going abroad.

It may be brought to the notice of all concerned for strict compliance of the above instructions.

Hindi version will follow.

Tej Pal Singh

(Tej Pal Singh)
Dy. Director (CR)

o/c m

Copy to :-

1. All Head of Department of DDA.
2. P.S. to Pr. Commissioner, LD/LM/Housing, DDA.
3. P.S. to Commissioner (P) for kind information.
4. P.S. to C.V.O., DDA
5. P.S. to Commission-cum-Secretary, DDA.
6. Director(System) with the request to upload the circular on DDA website for wide publicity/circulation among all officers/officials of the authority.

Tej Pal Singh
Dy. Director (CR)

o/c m

DELHI DEVELOPMENT AUTHORITY
(CONFIDENTIAL BRANCH)

No. F7(2)2012/CC/ 2055

Dated: 29/12/17

CIRCULAR

In accordance with the provision of Rule 18(1) of the CCS (Conduct) Rule 1964 read with Regulation 16(2) (e) of DDA Conduct, Disciplinary and Appeal Regulations 1999, all officers/officials are required to submit their declaration of assets/liabilities in the prescribed form giving full particular regarding the immovable property inherited or owned or acquired by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person.

All employees of the Authority are, therefore, required to submit their Annual Property Return (APR) in the prescribed form giving full particulars of Immovable Property inherited or acquired by him/her as on 31.12.17. **Every employee should submit the full details of Immovable Property held by him/her or in the name of his/her dependent family members as on 31.12.17 latest by 31.01.18. The expression like 'No Change', 'NIL acquired /changed during the year' or 'same as previous year', or 'No addition' will not be accepted. Such APR will be considered as no APR and invite action as detailed below.** Similarly submission of APR has been made compulsory for Group 'C' and erstwhile Group 'D' employees also vide order No. 506 dated 03.10.13 which is effective from the year ending 2013.

Above returns shall be submitted by the concerned officers/officials as under:

(i)	Group A & B officers	All officers/officials (who are in receipt of grade pay of Rs. 4200/- in PB.2 (pre-revised) and above) will file their APR through DDA website www.dda.org.in/apar using user ID & password provided for online APAR
(ii)	Group 'C' (who are in receipt of grade pay less than of Rs. 4200/-) and erstwhile Group 'D' officials	Concerned Personnel Branch
(iii)	Work Charged officials	Director (W/C)

Competent Authority has decided that the following course of action will be initiated against those officers/officials who will not file their APR for the properties as on 31.12.17 with in time, without any further notice:-

1. Increment falling on July, 2018 will not be released.
2. No promotion
3. No ACP/MACP
4. No permission for going abroad
5. Disciplinary action under Regulation 16 of DDA Conduct Disciplinary & Appeal Regulations, 1999 - may also be initiated if the submission is delayed beyond 15.03.18.

It is therefore, requested that Annual Property Return of all the officers/officials must be submitted strictly in accordance with the Government of India DoPT's guidelines in the enclosed performa by **31.01.18** failing which disciplinary action/other action as mentioned above will be initiated under DDA Conduct, Disciplinary & Appeal Regulations, 1999.

It may be brought to the notice of all concerned for strict compliance of the above instructions.

In case where it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicated.

Handwritten note: Hinder reason will follow.

- Encl: - i) Performa for filing of APR in r/o Group 'C' officials (for offline mode).
ii) For group 'A' and 'B' officers of DDA only online as per online guidelines

Signature
(RAJIV GANDHI)
COMMISSIONER (PERSONNEL)

Copy to :

1. Secretary to LG.
2. All Head of Department of DDA.
3. OSD to Vice Chairman, DDA.
4. PS to F.M/E.M, DDA for information.
5. PS to CVO, DDA.
6. PS to Pr. Commissioner/ LD/LM/Housing. DDA

Signature
29/12/17
DEPUTY DIRECTOR (CR)

DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.7(01)2010-11/CR/DDA/ 2006

Dated:- 22/12/2017

CIRCULAR

Sub:- Regarding filing of online (as well as offline) Annual Performance Assessment Report for the year 2017-18..

Filing of online Annual Performance Assessment Report (APAR) in respect of Group 'A' and 'B' gazetted officers was introduced in DDA from the assessment year 2015-16. The APAR for the year 2017-18 will become due w.e.f. 01.04.2018 and as per prescribed schedule, the self appraisal by the reportee is to be submitted by 15th April of the succeeding year which has to be reported by the Reporting Officer by 30th June, reviewed by Reviewing Authority by 31st July and accepted by the Accepting Authority by 31st August.

A list of Group 'B' officers, whose self appraisal is not required in the APAR, in the substantive Grade Pay of Rs. 4200/- (not in ACP/MACP), is to be provided to the CR Cell showing the names of all such employees along with full names of their Reporting/Reviewing/Countersigning Officer/Accepting Authority in the following format for uploading the APAR form on website for the year 2017-18. It should be sent to CR Cell by 16.05.2018.

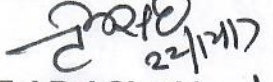
S. No.	UID No.	Name of Official	Designation	Substantive Grade Pay	Name, UID No. and Designation of Reporting Officer	Name, UID No. and Designation of Reviewing Officer	Name, UID No. and Designation of Countersigning Officer/Accepting Authority

It is, therefore, requested that suitable directions should be issued to all Group 'A' & 'B' gazetted officers to use their UID number and password for writing self appraisal in the APAR for the year 2017-18 well in time and forward the same to the concerned Reporting Officer.

It is further requested that a consolidated list (in triplicate) of officials of Group 'C' employees who have worked in their zone/wing/deptt. for a period of more than three months during the period 2017-18 (01.04.2017 to 31.03.2018), may also be sent to CR Branch by the end of January-2018 positively in the prescribed proforma attached herewith, so that blank APAR forms could be sent in time. However, it is further intimated that blank APAR forms are also available on DDA website i.e. www.dda.org.in.

All HODs are requested to ensure wide circulation of the aforesaid instructions among the officers under their control and/or due compliance. Please note that any delay in submission of the above information shall further delay the completion of APARs in the prescribed time-schedule and hence the information in the above table needs to be submitted in time.

Hindi version will follow.


(Tej Pal Singh)
Dy. Director (CR) *d/c.*

All Branch Officers, DDA

Copy to:-

1. P.S. to Commissioner (Pers.), DDA for kind information of the later.
2. Director (P)-I & II, DDA for information please.