



DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.7(01)2010-11/CR/DDA/ 454

Dated: 16/7/2020

CIRCULAR

Sub:- Regarding Extension of Timelines for filling of online (as well as offline) Annual Performance Assessment Report for the year 2019-20.

Further to this office Circular No.F.7(01)2010-11/CR/DDA/1417 dt. 13.12.19 regarding filling of online (as well as offline) Annual Performance Appraisal Report for the year 2019-20, and with compliance to the Government of India, DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dt. 11.06.2020, the extended timelines for APAR for the year 2019-20 shall apply to the Reporting/Reviewing/Accepting Authorities who have demitted the office or retired from D.D.A on or after 29.02.2020, shall be allowed to record their remarks till the respective extended cut-off dates and the other instructions/ guidelines of the office Circular dt.13.12.19, should remain the same.

Time Schedule for recording and completion of APAR for the year 2019--20 for Group 'A', 'B' and 'C' officers of D.D.A will be followed as per Annexure A below.

A list of officials who do not have self-appraisal in online APAR are required to provide the complete details showing the full name of their Reporting/Reviewing/Accepting Authorities in the following format for uploading the APAR forms online by 31st July, 2020.

S. No	UID No.	Name of Official	Design	Grade Pay	Name/ UID No./Design. of reporting officer	Name/UIDNo./ Design. of reviewing officer	Name/ UID No./design. of accepting
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All HODs are requested that suitable directions should be issued to all Group 'A' & 'B' officials/officers and also to ensure wide circulation of the aforesaid instructions in the offices under their control for due compliance.


(Dharmender Sharma)
Dy. Director (CR)

All Branch Officers, DDA

Copy to:-

1. P.S. to Commissioner(Pers.), DDA, for kind information.

2. Director (Pers.) for kind information please.

3. Director (Systems) Dept., D.D.A for uploadation of the above Circular in D.D.A website & for further directions to Programmer Systems for doing the needful.

Annexure A

Extended Time schedule for recording and completion of APAR for the year 2019-2020 for Group 'A', 'B' and 'C' officers/officials of D.D.A

Sl. No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Requisitions to be submitted by officials for online generation of APAR	By 31 st July 2020 or earlier
2.	Submission of self-appraisal to reporting officer	31st August, 2020
3.	APAR to be reported by reporting officer	30 th September, 2020
4.	APAR to be reviewed by reviewing officer	15 th November, 2020
5.	APAR to be accepted by Accepting officer	31 st December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	31st December, 2020 15 th January, 2021
7.	Receipt of representation, if any on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority (a)Where there is no accepting authority for APAR (b)Where there is accepting authority for APAR	31 st January, 2021 15 th February, 2021
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell.	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process after which APAR will be finally taken on record	31 st March, 2021