

DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.7(01)2010-11/CR/DDA/ 1695

Dated:- 18/02/18

CIRCULAR

Sub:- Regarding filling of online (as well as offline) Annual Performance Assessment Report for the year 2018-19.

The provision for filling 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 2018-19 will become due w.e.f. 01.04.2019 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 having substantive Grade Pay of Rs. 4200/- (not granted in ACP/MACP) in whose case self appraisal is not required in the APAR, is to be provided by the respective Branch officer to the CR Cell showing the details as per following format for uploading the APAR Form on website for the year 2018-19. It should be sent to CR Cell by 15.4.2019.

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 2018-19 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 01.04.2018 to 31.03.2019, may also be sent by the respective Branch Officer to CR Cell latest by 15th April, 2019 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 in their offices under their control for 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 may cause delay in granting promotion, ACP/MACP and higher grades to the employees due for the same.


(Tejpal Singh)
Dy. Director (CR)

All Branch Officers, DDA

Copy to:-

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