

DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.7(01)2010-11/CR/DDA/1417

Dated:-

13/12/19

CIRCULAR

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

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 2019-20 will become due w.e.f. 01.04.2020 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 and are in the substantive Grade Pay of Rs. 4200/- (not in ACP/MACP), is to be provided by the concerned officer 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 forms on website for the year 2019-20. It should be sent to CR Cell by 16.05.2020.

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 2019-20 well in time and forward the same to the concerned Reporting Officer.

It is further requested that blank APAR forms in r/o officials of Group 'C' employees who have worked in their zone/wing/deptt. for a period of more than three months during the year 2019-20 (01.04.2019 to 31.03.2020) may be downloaded from DDA website i.e. www.dda.org.in.

All HODs are requested to ensure wide circulation of the aforesaid instructions in the offices under their control for due compliance. Please note that any delay in submission of the above information shall further delay in the completion of APARs in the prescribed time-schedule, therefore the information in the above table needs to be submitted in time.



(Tej Pal Singh)
Dy. Director (CR)

All Branch Officers, DDA

Copy to:-

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