



दिल्ली विकास प्राधिकरण

Delhi Development Authority
गोपनीय शाखा

Confidential Branch

कमरा नंबर बी -710, बी - ब्लॉक, सप्तम तल, विकास सदन, आई एन ए, नई दिल्ली -23.

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PERS/CR/0020/2024/F1/-O/o DY DIRECTOR(CR)/ 336

Dated:- 01/4/24

Computer No.: 7793

CIRCULAR

Sub: Regarding filing of Annual Performance Assessment Report (APAR) in Online Mode for the Year 2023-24

The process of filing/generation of APARs in Online Mode for all the Officers/Officials of DDA will become due w.e.f. 01.04.2023 for the APAR period 2023-24. It has been decided that for the APAR Period 2023-24, the process of Generation of APAR of all Officers/Officials of DDA will be initiated by CR Cell after obtaining their data from their concerned Reporting officers.

2. It will be the responsibility of the Reporting Officers to forward the APAR data of employees worked/working under them during the period 2023-24 to the CR Cell by 15th April 2024 for generation of their APARs by CR Cell.
3. All Officers/Officials of Group 'A', 'B' & 'C' (excluding Erstwhile Group 'D' employees) are also required to take up the matter of forwarding their APAR data for the period 2023-24 from their Concerned Reporting Officers to the CR Cell by 15th April 2024 for generation of their APARs by CR Cell.
4. CR Cell after obtaining the APAR data from Reporting Officers will generate their APAR and forward the same to the Officer Reported Upon. The Officer Reported Upon is then required to duly fill their Self-Appraisal and forward the same to their Reporting officer for assessment.
5. The Self-Appraisal by the Officer Reported Upon is to be submitted by 31st May 2024 to the concerned Reporting officer. The Reporting officer to report the APAR by 31st July 2024, Reviewing officer to Review the APAR by 30th September 2024 and the Accepting/Countersigning officer to Accept/Countersign the said APAR by 31st December 2024 (Timeline Enclosed as Annexure I).
6. All Group 'A' 'B' & 'C' Officers/Officials are directed to strictly adhere to the time schedule prescribed above at all stages of completion of APAR failing which disciplinary action as per rule will be taken.

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7. Further, those Officers of DDA whose **Reviewing/Accepting Officers** are **Hon'ble Minister, MOHUA and Hon'ble Lt. Governor, NCT of Delhi** and who used to file their APARs in Offline Mode are also required to file their APARs in **Online Mode Only** on the **DDA APAR & PRISM Portal** as the name/designation of **Hon'ble Minister, MOHUA and Hon'ble Lt. Governor, NCT of Delhi** are now incorporated in the DDA APAR & PRISM Portal.

8. Also, all the Officers/Officials who are on deputation in DDA from other departments are required to file their APAR in the format as prescribed by their Parent Department only. Those Officers on deputation to DDA who have been filing their APAR in SPARROW in the PARICHAY Portal may continue to do so.

9. The Officers/Officials will be able to File/Forward APAR by logging onto the APAR & PRISM portal using their Unique ID and Password assessing the link: <http://119.226.139.196/apar/>. Further, those officials, who will be filing their Online APAR for the first time, are required to get themselves first registered in PMIS through PMIS Branch and further get registered on APAR & PRISM Portal.

10. All HODs are requested to ensure wide circulation of the aforesaid instructions in the offices under their control for due compliance. It is reiterated that any delay in initiation of the APAR forms i.e. Generation of APAR/writing Self-Appraisal/forwarding of APAR to the next level shall further delay the process of completion of APARs within the prescribed time schedule, therefore it may be strictly adhered to, failing which it will attract suitable action as per rule.

11. The User Manual for Forwarding the APAR data by the Reporting Officer and further submission of Self-appraisal by the Officer Reported Upon has also been enclosed (**Annexure II**) with this Circular. In case, any Officer/Official faces any difficulty in filing/forwarding the APAR, he/she is advised to contact CR Cell, 7th floor, B-Block, Vikas Sadan, INA, New Delhi-110023 for resolving of their grievance.

Encl:- As above.

Rohit Mathur
1/7/24
(Rohit Mathur)
Dy. Director (CR)

All HODs, DDA

Copy to:-

1. OSD to VC for kind information of VC please.
2. PS to EM/FM/PC(Pers.)/PC(H)/PC(LM/LD) for kind information of the latter.
3. Director (P)-I & II for information please.

4. Dy. Director (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
5. Asstt. Director (PMIS) for uploading the circular on DDA's website under the Circular Tab and on APAR Tab for information please.

Rohit Mathur
1/4/24

(Rohit Mathur)
Dy. Director (CR)

Time schedule for preparation/completion of APAR

Table-1	
Activity	Date by which activity to be completed
Forwarding of APAR data by the Reporting officers to CR Cell	15 th April, 2024
Submission of Self-appraisal to Reporting Officer by officer to be reported upon	31 st May 2024
Forwarding of APAR by Reporting Officer to Reviewing Officer/CR Cell	31st July 2024
Forwarding of APAR by Reviewing Officer to Accepting Authority/ CR Cell	30 th September 2024
Forwarding of APAR by Accepting Authority to CR Cell	31 st December 2024
Submission of representation if any, on APAR in Online mode on the DDA APAR & PRISM Portal by Officer Reported upon from the date of communication of APAR	Within 15 days from the date of communication of APAR

[Handwritten signature]

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S.No.	Steps
1	Steps to forward APAR data by the Reporting Officer
2	Steps to trace forwarded APAR data by the Reporting Officer
3	Steps to Submit/Fill Self Appraisal by the Officer Reported Upon

Steps to forward APAR Data By the Reporting Officer

Reporting Officer needs to follow these steps to forward APAR data of the officers/officials who report to him/her to CR Cell

Step – 1

The Reporting Officer needs to login in his/her APAR portal.

The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the header includes the Delhi Development Authority logo on the left and right, and the text "Delhi Development Authority" in the center, with a subtitle "Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)".

The main content area is divided into two sections:

- Left Section:** Features a cartoon illustration of a man with a key. Below it, the text "Already a Member?" is followed by a link "Sign in to your account". There are three circular navigation links: "Circular for Filing of ITR for the year 2023-24", "Circular for Filing of Declarations 2024", and "Circular for Filing of APAR for the year 2022-23". Below these are input fields for "User ID" and "Password", and a "Login" button. At the bottom left, there is a "New / Forget Password" link.
- Right Section:** Titled "Instructions for Employees", it contains a list of instructions:
 - To access, Use Unique Id as printed in Salary Slip.
 - Follow the process to get password:
 - Click on the New/Forget Password link.
 - Enter the Unique Id as printed in Salary Slip.
 - Enter the Email Id or Mobile Number or both registered in PMS.
 - Click on Reset Button.
 - Password will be sent to your Email Id.
 - Before Any Data Updation in Your Apar Portal, You Are Requested To Update The Same Data in PMS-Cell First.
 - For any other assistance, Please get in touch with the APAR Helpdesk:
 - Contact us - 011-24662202
 - Check if you are registered with APAR or Not?
 - Search ITR status

Step – 2

Click on “Generate APAR”

The screenshot displays a web application interface for a Reporting Officer. The top navigation bar includes a hamburger menu icon and the user's name, "Reporting Officer". The main content area features a "Welcome Reporting Officer" message and a grid of six data cards. Each card shows a specific APAR status with a count of 0 and a comparison between "YESTERDAY" and "THIS WEEK".

Category	Yesterday	This Week
PENDING APAR	0	0
RECEIVED APAR	0	0
COUNTER SIGNED	0	0
FORWARDED APAR	0	0
FORWARDED APAR DATA FOR CR CELL	0	0
REVERTED APAR DATA BY CR CELL	0	0

The left sidebar menu contains the following items:

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR (highlighted with an arrow)

Step – 3

- Enter Employee Unique ID of Officer/Official Reported Upon

Reporting Officer

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR

Enter Employee Unique ID to search specific data

employee uni id

SEARCH

Click on Forward/Generate APAR button to Forward/Generate APAR of respective employee.

SI No	Employee ID	Employee Name	Designation	Office	Click to Forward/Generate APAR
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Step – 4

Click on “Forward/Generate APAR”

Reporting Officer

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR


Enter Employee Unique ID to search specific data

XXXXXXXX

SEARCH

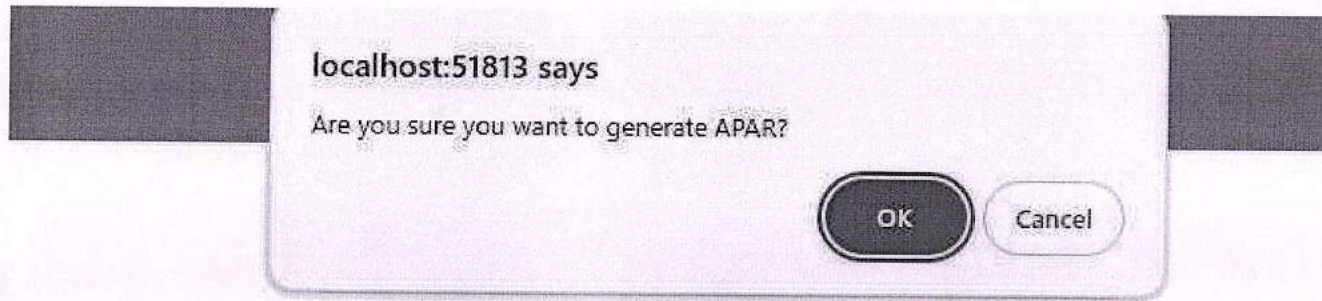
Click on Forward/Generate APAR button to Forward/Generate APAR of respective employee.

Sl No	Employee ID	Employee Name	Designation	Office	Click to Forward/Generate APAR
1	XXXXXXXX	Demo Officer	Senior Secretariat Assistant	Confidential Branch	Forward/Generate APAR



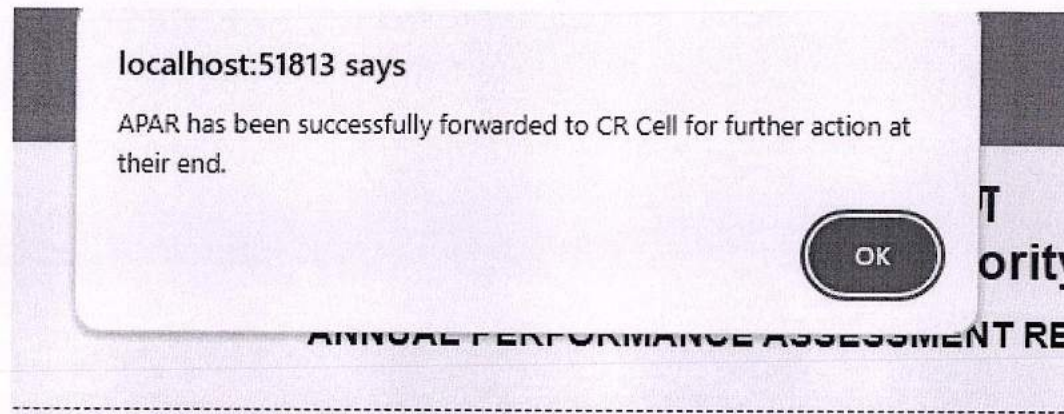
Step – 6

Confirm the Generation of APAR



Step – 7

- Click on “Ok”, APAR of the Official has been successfully forwarded to CR Cell for further action at their end.



- **Steps to trace Generated/Forwarded APAR**

Reporting Officer needs to follow these steps to trace the forwarded APAR data of the officers/officials who report to him/her.

Step – 1

The Reporting Officer needs to login in his/her APAR portal.

The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the header includes the Delhi Development Authority logo on the left and right, and the text "Delhi Development Authority" in the center, with "Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)" below it. The main content area is divided into two sections. On the left, there is a login form with a "Sign in to your account" button. Above the form is a graphic of a person at a computer. Below the form are links for "Forgot your password?" and "New / Forget password?". On the right, there is a box titled "Instructions for Employees" containing a list of steps for logging in and a contact number for helpdesk assistance.

Delhi Development Authority
Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)

Already a Member?
Sign in to your account

Click on the [Forgot your password?](#) link
Click on the [New / Forget password?](#) link

Unique ID

Password

[Sign In](#)

[New / Forget password?](#)

Instructions for Employees

- To access, Use Unique Id as printed in Salary Slip.
- Follow the process to get password :
- Click on the [New/Forget Password](#) link.
- Enter the Unique Id as printed in Salary Slip.
- Enter the Email Id or Mobile Number or both registered in PMS.
- Click on [Reset](#) Button.
- Password will be sent to your Email Id.
- Before Any Data Updation in Your Apar Portal, You Are Requested To Update The Same Data in PMS-Call First.

• For any other assistance, Please get in touch with the APAR Helpdesk:

- Contact no - 4911-2467501
- Check are you registered with APAR or Not ?
- Search ITR status

Step – 2

Click on “Forwarded APAR Data for CR Cell”

The screenshot displays a web dashboard for the Delhi Development Authority. The top navigation bar includes the logo and name of the authority, a home icon, and a user profile icon labeled "Reporting Officer". Below the navigation bar, there is a sidebar menu with options: Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Review Record, Property Statement, and Generate APAR. The main content area features six data cards arranged in two rows. Each card displays a title, a large number representing the current count, and two smaller numbers for "YESTERDAY" and "THIS WEEK".

Category	Current Count	Yesterday	This Week
REPORTING APAR	0	0	0
PENDING APAR	0	0	0
COUNTER SIGNED	0	0	0
FINALIZED APAR	0	0	0
FORWARDED APAR DATA FOR CR CELL	1	0	0
REPORTED APAR DATA BY CR CELL	0	0	0

Step – 3

Click on “Preview” to view the generated APAR data which has been sent to CR Cell

Forwarded APAR data

SNo.	Employee ID	Name	Period From	Period To	Designation	Generated Officer Name	APAR Generated On	APAR Report
1	0331092	Demo Officer	01/04/2023	30/06/2023	Senior Secretariat Assistant	Demo Officer	22/03/2024	Preview

Generated APAR Preview

दिल्ली विकास प्राधिकरण Delhi Development Authority

Generated APAR

Period From	01/04/2023	Period To	30/06/2023
Employee ID No	xxxxxxx	Employee Name	Demo
Current Office Name	Confidential Branch	Designation	Senior Secretariat Assistant
Apur Forwarded Officer's ID	xxxxxxx	Apur Forwarded Officer's Name & Designation	Demo Officer
APAR Generate Date	25/03/2024		
Reporting Authority	Name & Designation Demo Officer	Period From	Period To
		01/04/2023	30/09/2023
Reversing Authority	Demo (Assistant Director (Ministerial))	01/04/2023	30/09/2023

Print Form

- **Steps to submit Self-Appraisal**

Officer/Official needs to follow these steps to submit his/her Self-Appraisal on DDA APAR Portal.

Step – 1

The Official needs to login in his/her APAR portal.

Delhi Development Authority
Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)

Already a Member?
Sign in to your account

Click on the **Link of PR** for the year 2022-23
Click on the **Link of Registration** 40%

Click on the **Link of APAR** for the year 2022-23 40%

User ID

Password

Sign In

[New / Forget password](#)

Instructions for Employees

- To access, Use Unique Id as printed in Salary Slip.
- Follow the process to get password :
- Click on the **New/Forget Password** link.
- Enter the **Unique Id** as printed in Salary Slip.
- Enter the **Email Id** or **Mobile Number** or both registered in PMS.
- Click on **Reset Button**.
- Password will be sent to your Email Id.
- **Before Any Data Updation in Your Apar Portal, You Are Requested To Update The Same Data in PMS.Call First**
- For any other assistance, Please get in touch with the APAR Helpdesk:
- Contact us - +91-11-24682435
- Check are you registered with APAR or Not ?
- Search PR status

Step – 2

Click on “Self Appraisal”

The screenshot displays a web dashboard for the Civil Development Authority. The top navigation bar includes a home icon, the text "Welcome Demo -Senior Secretariat Assistant", and a user profile section with the name "Demo" and "Senior Secretariat Assistant".

The left sidebar contains a navigation menu with the following items:

- Dashboard
- Self Appraisal** (highlighted with a mouse cursor)
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement

The main dashboard area features six summary cards, each with a title, a large number (0), and a comparison between "YESTERDAY" and "THIS WEEK":

- REVIEWING APAR**: 0 (Yesterday: 0, This Week: 0)
- REVIEWING APAR**: 0 (Yesterday: 0, This Week: 0)
- COUNTER-SERIALIZED**: 0 (Yesterday: 0, This Week: 0)
- APPLIED APAR**: 0 (Yesterday: 0, This Week: 0)
- FORWARDED APAR DATA FOR CR CELL**: 0
- REVERTED APAR DATA BY CR CELL**: 0

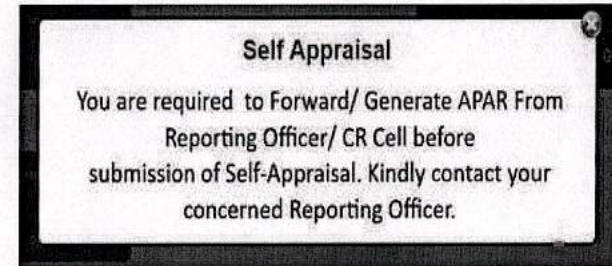
After clicking on self appraisal

If this message appears



The official can file his/her self appraisal by clicking on “Filled APAR”.

If this message appears



The official cannot file his/her Self Appraisal as the APAR has not been generated yet. He/she is requested to contact the Reporting officer to follow the steps for forwarding of APAR data to CR Cell.