



दिल्लीविकासप्राधिकरण
Delhi Development Authority
गोपनीय शाखा

Confidential Branch
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PERS/CR/0006/2024/F1/-CR / 294

Date : 12/3/24

Circular

Sub: Hierarchy to be followed while filing/generating APARs in r/o officers/officials in Horticulture and Landscape Department of DDA.

In supersession of all previous orders, it has been decided that officers/officials posted in the Horticulture and Landscape Department of DDA will now follow the below produced hierarchy at Table 1 & Table 2 respectively while filing/generating their APARs from the period 2023-24:

Hierarchy in r/o Horticulture department

Sl. No.	Designation	Reporting Officer	Reviewing Officer	Countersigning/Accepting Officer
i)	Chief Engineer (Hort.)	Pr. Commissioner (Hort.)	Vice Chairman, DDA	Hon'ble Lt. Governor, NCT of Delhi
ii)	Director (Hort.)	Pr. Commissioner (Hort.)	Vice Chairman, DDA	Vice Chairman, DDA
iii)	Superintending Engineer (Hort.)	Chief Engineer (Hort.)	Pr. Commissioner (Hort.)	Vice Chairman, DDA
iv)	Dy. Director (Hort.)	Director (Hort.)	Pr. Commissioner (Hort.)	Pr. Commissioner (Hort.)
v)	Executive Engineer (Hort.)	Superintending Engineer (Hort.)	Chief Engineer (Hort.)	Pr. Commissioner (Hort.)
vi)	Asstt. Director (Hort.)	Dy. Director (Hort.)	Director (Hort.)	Pr. Commissioner (Hort.)
vii)	Asstt. Executive Engineer (Hort.)/ Asstt. Engineer (Hort.)	Executive Engineer (Hort.)	Superintending Engineer (Hort.)	Chief Engineer (Hort.)
viii)	S.O. (Hort.)	Asstt. Director (Hort.)	Dy. Director (Hort.)	Director (Hort.)
ix)	Garden Supervisor	S.O. (Hort.)	Asstt. Director (Hort.)	Dy. Director (Hort.)
x)	Sr. Mali	S.O. (Hort.)	Not applicable	Not applicable

Qant

Contd...

Hierarchy in r/o Landscape department

Sl. No.	Designation	Reporting Officer	Reviewing Officer	Countersigning/Accepting Officer
i)	Addl. Commissioner (LS)	Pr. Commissioner (LS)	Vice Chairman, DDA	Hon'ble Lt. Governor, NCT of Delhi
ii)	Director (LS)	Addl. Commissioner (LS)	Pr. Commissioner (LS)	Vice Chairman, DDA
iii)	Dy. Director (LS)	Addl. Commissioner (LS)	Pr. Commissioner (LS)	Pr. Commissioner (LS)
iv)	Asstt. Director (LS)	Dy. Director (LS)/Director (LS)	Addl. Commissioner (LS)	Pr. Commissioner (LS)
v)	Architect Asstt. (LS)	Asstt. Director (LS)	Dy. Director (LS)/Director (LS)	Addl. Commissioner (LS)

2. In case any consultant is posted in the Landscape and Horticulture Department of DDA which may unsettle the above produced hierarchy in Table 1 & Table 2, then Reporting/Reviewing of APARs will be done by the next regular employee posted in the department subject to the acceptance of the APARs by the officer as assigned in Table 1 & Table 2.

3. Further, the Ministerial Staff posted in the Landscape and Horticulture Department of DDA is directed to contact CR Cell in case any issue arises with regard to their filing/generating of APAR.

This is issued with the approval of Vice Chairman, DDA.


(ROHIT MATHUR)
DEPUTY DIRECTOR (CR)

Copy to:-

- All Heads of Department of DDA.
- OSD to Vice Chairman, DDA.
- PS to F.M./E.M. DDA.
- PS to CVO, DDA.
- PS to Pr. Commissioner (LD/LM)/(Housing /Sports)/(Pers./Hort.)/(System) DDA.
- DD (PMIS) for uploading the circular on DDA's website under the circular tab and the APAR tab for information please.
- DD (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.


DEPUTY DIRECTOR (CR)