



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)/468

Dated:- 09/5/24

CIRCULAR

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

In continuation to the Circulars of even No. 336 dt. 01.04.2024, 396 dt. 16.04.2024 and 406 dt. 22.04.2024 on the subject cited above:

1. The last date to forward the APAR data by Reporting Officers of employees worked/working under them during the period **2023-24 was extended upto 30th April 2024** but till date APARs of many officers/officials are still pending for generation.
2. In view of the above, the last date for forwarding the APAR data to CR Cell is hereby extended up to **15th May 2024**. This will be the last opportunity to forward the APAR data of the officer/official reported upon for the period **2023-24** to CR Cell and after **15th May 2024** no APAR will be generated and relevant certificates will be issued in this regard.
3. Further if any problem arises in future in r/o Promotion/Financial Upgradation to the concerned officer/official because of not filing the APAR, the concerned officer/official will be held responsible for the same.
4. It is joint responsibility of the officer/official reported upon as well as Reporting officer that data of employees is forwarded by **15th May 2024**. Failure to comply with this extended and final timeline may have an adverse impact on the concerned officer/official and action as deemed fit shall be initiated accordingly.
5. Further, as per the **Circular No PERS/CR/0020/2024/F1/-O/o DY DIRECTOR(CR)/336 dt. 01.04.2024** the timelines have been fixed for Self-appraisal, report, review and accept the APARs by concerned Authorities. If any officer/official does not fill his/her self-appraisal up to 31.05.2024, a blank APAR will be auto-forwarded to the Reporting Officer without any grading and the same will be followed for Reporting/Reviewing and Accepting Authority i.e. blank APAR will be auto-forwarded to next level if not assessed within stipulated time as given in the **Circular dt. 01.04.2024**.

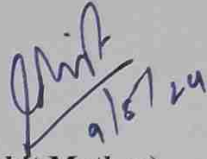
[Handwritten Signature]

6. In case, Reporting Officer is not able to generate APAR for any reason whatsoever the concerned officer/official to be reported upon is advised to contact CR Cell, 7th floor, B-Block, Vikas Sadan, INA, New Delhi-110023 with their data of APAR for the period 2023-24, so that their APAR can be generated by CR Cell. They also can email the details of their APAR data to CR Cell at ddcrc@dda.org.in for getting their APAR generated.

Rest of the guidelines for generating and filling the APARs online will remains the same as per the Circular No PERS/CR/0020/2024/F1/-O/o DY DIRECTOR(CR)/336 dt. 01.04.2024

This issues with the approval of Commissioner(P)


Hindi version will follow.


(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. PS to Commissioner (Pers.) for kind information of the latter.
4. Director (P)-I & II for information please.
5. Dy. Director (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
6. Dy. Director (OL) for preparing Hindi version.
7. Asstt. Director (PMIS) for uploading the circular on DDA's website under the Circular Tab and on APAR Tab for information please.


(Rohit Mathur)
Dy. Director (CR)