



दिल्ली विकास प्राधिकरण
Delhi Development Authority
गोपनीय शाखा

Confidential Branch

कमरा न०. 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)/362

Dated:- 13/3/26

CIRCULAR

Sub: Regarding filling of Annual Performance Assessment Report (APAR) in Online Mode for the Year 2025-26.

The process of filling/generation of APARs in Online Mode for all the Officers/Officials of DDA will become due **w.e.f. 01.04.2026** for the APAR period **2025-26**. Accordingly, 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/Officer Reported upon.

2. It will be the responsibility of the Reporting Officers to forward the accurate APAR data of employees worked/working under them during the period **2025-26** to the CR Cell on the DDA APAR Portal **by 15th April 2026** 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 accurate APAR data for the period **2025-26** from their Concerned Reporting Officers to the CR Cell **by 15th April 2026** for generation of their APARs by CR Cell.
4. CR Cell after obtaining the APAR data from Reporting Officers will approve the data for generation of their APAR and forward the same to the Officers Reported Upon. The Officers Reported Upon are then required to duly fill their Self-Appraisal and forward the same to their Reporting officer for assessment.
5. In case, the Reporting officer is not in a position to forward the details of the officer reported upon due to transfer, repatriation etc, the officer reported upon may forward their data directly to **CR Cell via letter/E-mail** for Generation of their APAR.
6. The Self-Appraisal by the Officer Reported Upon is to be submitted by **31st May 2026** to the concerned Reporting officer. The Reporting officer to report the APAR by **31st July 2026**, Reviewing officer to Review the APAR by **30th September 2026** and the Accepting/Countersigning officer to Accept/Countersign the said APAR by **31st December 2026 (Timeline Enclosed as Annexure 1)**.
7. After Generation of APAR, if the Officer Reported Upon fails to submit the Self-Appraisal by **31st May 2026**, the same will be Auto-forwarded blank to the Reporting officers. Accordingly, if the Reporting/Reviewing/Accepting officers fails to Report/Review/Accept the APARs of the officers reported upon by the respective due dates as mentioned above, the same will be Auto-forwarded to the next stage without any Entries/Grading.
8. **All Group 'A' 'B' & 'C'** Officers/Officials are directed to strictly adhere to the procedure and time schedule prescribed above at all stages of completion of APAR failing which necessary action as per rule will be taken.

9. Also, all the Officers/Officials who are on deputation in DDA from other departments are required to fill their APAR in the format as prescribed by their Parent Department only. The Officers on deputation to DDA who have been filling their APAR in **SPARROW** in the PARICHAY Portal may continue to do so and if needed, can co-ordinate with CR Cell, DDA reg. Generation of their APARS.

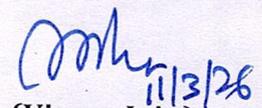
10. The Officers/Officials will be able to File/Forward APAR by logging onto the APAR & PRISM portal using their Unique ID and Password assessing the link <https://apar.dda.org.in/>. The User Manual for Forwarding the APAR data by the Reporting Officer and further submission of Self-appraisal by the Officer Reported Upon is also enclosed as **(Annexure II)** with this Circular.

11. All officers/officials are required to check their details on the APAR Portal and update from the office of PMIS, if required, before forwarding their APARS for Generation. Further, those officials, who will be filling 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.

12. 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. forwarding of APAR/Generation of APAR/Writing Self-Appraisal to the next level shall hinder 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.

13. In case, any Officer/Official faces any difficulty in filling/forwarding the APAR, he/she is advised to contact CR Cell, 7th floor, B-Block, Vikas Sadan, INA, New Delhi-110023, within timeline, for resolving of their grievance.

Encl:- Annexure I & II (Also Uploaded on DDA website & APAR Portal).

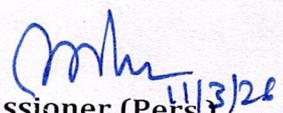

11/3/26
(Vineet Jain)

Commissioner (Pers.)

All HODS, DDA

Copy to:-

1. OSD to Vice Chairman, DDA for information please.
2. PS to F.M /E.M. DDA for information please.
3. PS to CVO, DDA for information please.
4. PS to Pr. Commissioner
(LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(System)/ (Admn.)/ (PM-UDAY)/(Communication)/(Land Pooling)DDA for information please.
5. PS to Commissioner (Plg.), DDA for information please.
6. PS to Chief Legal Advisor, DDA for information please.
5. DD (PMIS) for uploading the circular on DDA's website under the circular tab and the APAR tab for information please.
6. DD (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
7. Notice Board


11/3/26
Commissioner (Pers.)

Time schedule for preparation/completion of APAR

Activity	Date by which activity to be completed
Forwarding of APAR data by the Reporting officers to CR Cell	15th April, 2026
Submission of Self-appraisal to Reporting Officer by officer to be reported upon	31 May 2026
Forwarding of APAR by Reporting Officer to Reviewing Officer/CR Cell	31st July 2026
Forwarding of APAR by Reviewing Officer to Accepting Authority/ CR Cell	30th September 2026
Forwarding of APAR by Accepting Authority to CR Cell	31 December 2026
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

Annexure -II

INDEX

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 on DDA
APAR PORTAL

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

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Step – 1

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

The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the logo of the Delhi Development Authority is on the left and right, with the text "Delhi Development Authority" and "Annual Performance Assessment Report (APAR) & Property Status Information System Management (PSIS)" in the center. The main content area has a pink background. On the left, there is a section titled "Already a Member?" with a "Sign in to your account" link. Below this are three red circular icons with text: "Circular for Filing of APAR for the year 2022-23", "Circular for Filing of Registration APAR", and "Circular for Filing of APAR for the year 2022-23". There are two input fields for "User ID" and "Password", and a "Sign In" button. A "New / Forget password" link is at the bottom left. On the right, there is a "Instructions for Employees" section with a list of steps: 1. To access, Use Unique Id as printed in Salary Slip. 2. Follow the process to get password. 3. Click on the New/Forget Password link. 4. Enter the Unique Id as printed in Salary Slip. 5. Enter the Email Id or Mobile Number or both registered in PSIS. 6. Click on Reset Button. 7. Password will be sent to your Email Id. 8. Before Any Data Updation in Your Apar Portal, You Are Requested to Update The Same Data in PMS-Call First. Below this is a "For any other assistance, Please get in touch with the APAR Helpdesk" section with contact details: "Contact us: +91-2260-6136" and "Click on your registration with APAR in PSIS". At the bottom right, there is a "Search APAR" link.

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Step – 2

Click on “Generate APAR”

The screenshot displays a web dashboard for the Delhi Development Authority. The top navigation bar includes the user's name, 'Reporting Officer'. The main content area is divided into several sections:

- Dashboard:** A sidebar on the left with a red box around the 'Generate APAR' option and a red arrow pointing to it.
- REPORTING APAR:** A green card showing 0 reports for 'YESTERDAY' and 'THIS WEEK'.
- REVIEWING APAR:** A grey card showing 0 reports for 'YESTERDAY' and 'THIS WEEK'.
- COUNTER-SIGNED:** A black card showing 0 reports for 'YESTERDAY' and 'THIS WEEK'.
- FINALLIZED APAR:** A blue card showing 0 reports for 'YESTERDAY' and 'THIS WEEK'.
- COMPLETED APAR WITH LDR OR CALL:** A green card showing 0 reports for 'YESTERDAY' and 'THIS WEEK'.
- APPEALS APAR STATUS OR CALL:** A grey card showing 0 reports for 'YESTERDAY' and 'THIS WEEK'.

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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 unique 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

Enter Employee Unique ID to search specific data

XXXXXXXX

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
1	XXXXXXXX	Demo Officer	Senior Secretariat Assistant	Confidential Branch	Forward/Generate APAR

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Step – 5

Reporting Officer needs to fill APAR time period, Name, Designation and respective time period of Reporting Authority, Reviewing Authority and Accepting Authority (wherever applicable) and click on Generate APAR

Common Form for
Annual Performance Assessment Report
L10, (D.A.S.A.) (R.C.S.S.A.)
Annual Performance Assessment Report

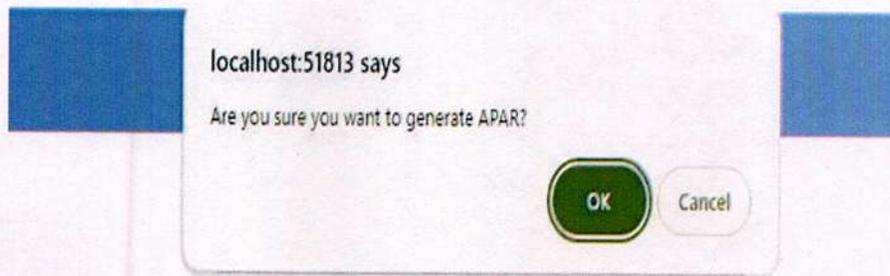
APAR Period From*	Period To*	Period To*
XXXXXX	XXXXXX	XXXXXX
APAR time period Current Office Name		
Date of Officer		
Senior Secretariat Assistant		
Reporting Authority	Reporting Authority Time Period	Reporting Authority
Reviewing Authority	Reviewing Authority Time Period	Reviewing Authority
Date		
22/03/2024		
Name of Reporting Officer		DEMO OFFICER
Designation		Senior Secretariat Assistant

Generate APAR ← After submission of above details, click on "Generate APAR"

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Step - 6

Confirm the Generation of APAR



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Step - 7

Click on "Ok" on the reflected message "APAR has been successfully forwarded to CR Cell for further action at their end."

localhost:51813 says

APAR has been successfully forwarded to CR Cell for further action at their end.



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ANNUAL PERFORMANCE ASSESSMENT RE

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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.

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Step – 1

The Reporting Officer needs to login on 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 Status Information System Management (PSISMS)".

The main content area is divided into two sections:

- Left Section (Login Form):** Features an illustration of a person with a key. Below it, the text "Already a Member?" is followed by "Sign in to your account". There are three lines of text: "Circular for Filing of APAR for the year 2021 - 2022 - 2023", "Circular for Filing of APAR for the year 2021 - 2022 - 2023", and "Circular for Filing of APAR for the year 2021 - 2022 - 2023". Below these are two input fields: "User ID" and "Password", followed by a "Sign In" button and a "New / Forget password" link.
- Right Section (Instructions for Employees):** A box containing 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. Call First.

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Step – 2

Click on “Forwarded APAR Data for CR Cell”

The screenshot displays a web dashboard for a Reporting Officer. The top navigation bar includes the user's name, 'Reporting Officer'. The main content area features several widgets and a sidebar. The sidebar on the left lists navigation options: Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Review Record, Property Statement, and Generate APAR. The main area contains several data widgets:

- REPORTING APAR:** A green widget showing 0 for 'THIS YEAR' and 0 for 'THIS WEEK'.
- REVIEWING APAR:** A grey widget showing 0 for 'THIS YEAR' and 0 for 'THIS WEEK'.
- COUNTER SIGNED:** A black widget showing 0 for 'YESTERDAY' and 0 for 'THIS WEEK'.
- REPORTING APAR:** A blue widget showing 0 for 'YESTERDAY' and 0 for 'THIS WEEK'.
- FORWARDED APAR DATA FOR CR CELL:** A green widget showing 1, highlighted with a red box and a red arrow pointing to its bottom right corner.
- REVIEWING APAR:** A grey widget showing 0 for 'YESTERDAY' and 0 for 'THIS WEEK'.

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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

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Generated APAR Preview

दिल्ली विकास प्राधिकरण Delhi Development Authority			
Generated APAR			
Period From	01/04/2023	Period To	30/06/2023
Employee ID No	0000000	Employee Name	Demio
Current Office Name	Confidential Branch	Designation	Demio Secretariat Assistant
Apur Forwarded Officer's ID	0000000	Apur Forwarded Officer's Name & Designation	Demio Officer
APAR Generate Date	25/03/2024		
Reporting Authority	Name & Designation Demio Officer	Period From	Period To
Reviewing Authority	Demio (Assistant Director (Miscellaneous))	01/04/2023	30/06/2023
		01/04/2023	30/06/2023
Print Form			

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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 on his/her APAR portal.

The screenshot shows the login interface of 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 (PRISMS)".

The main content area is divided into two sections:

- Left Section (Login Form):**
 - Header: "Already a Member?" with a subtext "Sign in to your account".
 - Navigation links: "Consider for Filing of PR for the year 2021 - 2022" and "Consider for Filing of Representation - 2021".
 - Form fields: "User ID" and "Password".
 - Buttons: "Sign In" and "New / Forget password".
- Right Section (Instructions for Employees):**
 - Header: "Instructions for Employees".
 - List of instructions:
 - To access, Use Unique ID as printed on Salary Slip.
 - Follow the process to get password.
 - Click on the [Forgot Password](#) link.
 - Enter the Unique ID as printed on Salary Slip.
 - Enter the Email Id or Mobile Number as both registered in PRIS.
 - 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 PRIS Call First.
 - Footer: "For any other assistance, Please get in touch with the APAR Helpdesk."
 - Contact no: +91 24601240
 - Checklist for registration with APAR on PRIS
 - APAR PRIS Portal

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Step – 2

Click on “Self Appraisal”

The screenshot shows a web dashboard for the Delhi Development Authority. The top navigation bar is blue and contains the text 'Delhi Development Authority' on the left and 'Dashboard' on the right. Below the navigation bar, there is a header section with the text 'Welcome Demo - Senior Secretarial Assistant'. The main content area is divided into several sections. On the left, there is a vertical menu with the following items: 'Dashboard', 'Self Appraisal', 'Tracking', 'Status of Finalized APAR', 'Review Record', and 'Property Statement'. The 'Self Appraisal' item is highlighted with a red box, and a red arrow points to it. The main content area contains several data cards. The first row has four cards: 'REPORTING PERIOD' (green), 'REVIEWABLE PERIOD' (light blue), 'COUNTER SIGNED' (black), and 'PENDING WORK' (blue). The second row has two cards: 'COMPLETED AND DATED FOR CS' (green) and 'REVIEWED AND DATED BY CS' (light blue). Each card displays a large number '0' and a smaller number '0' below it. The 'COUNTER SIGNED' card has a sub-section with 'YESTERDAY' and 'THIS WEEK' both showing '0'.

After clicking on Self appraisal

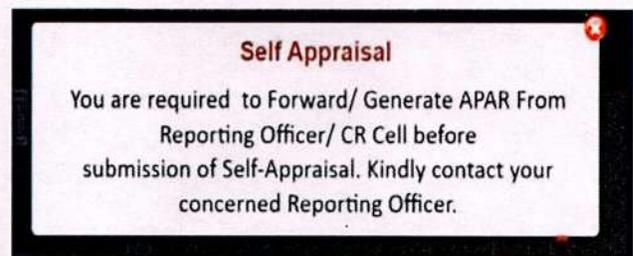
If this message appears



S No	Period From	Period To	Designation	Apply On	Filled APAR
1	01/04/2023	30/06/2023	Senior Secretarial Assistant	26/03/2024	

The official can submit his/her Self-Appraisal by clicking on "Filled APAR".

If this message appears



Self Appraisal

You are required to Forward/ Generate APAR From Reporting Officer/ CR Cell before submission of Self-Appraisal. Kindly contact your concerned Reporting Officer.

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 for forwarding his APAR data to CR Cell, steps mentioned above.