



ANNUAL PERFORMANCE ASSESSMENT REPORT


For Employee

Default Page



Delhi Development Authority

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



Already a Member?
Sign in to your account

User ID

Password

[Sign In](#)

[New / Forgot password](#)

Instructions for Employees

1. To access the Employee corner, Use Employee Id of PIMS, Aadhar No.
2. Process to get an PIMS ID, contact to DDA PIMS section
3. Please follow the process to get Password

1. Click on the Forgot Password link.
2. Enter the Employee ID.
3. Enter the Email ID Registered with System.
4. Click Reset button

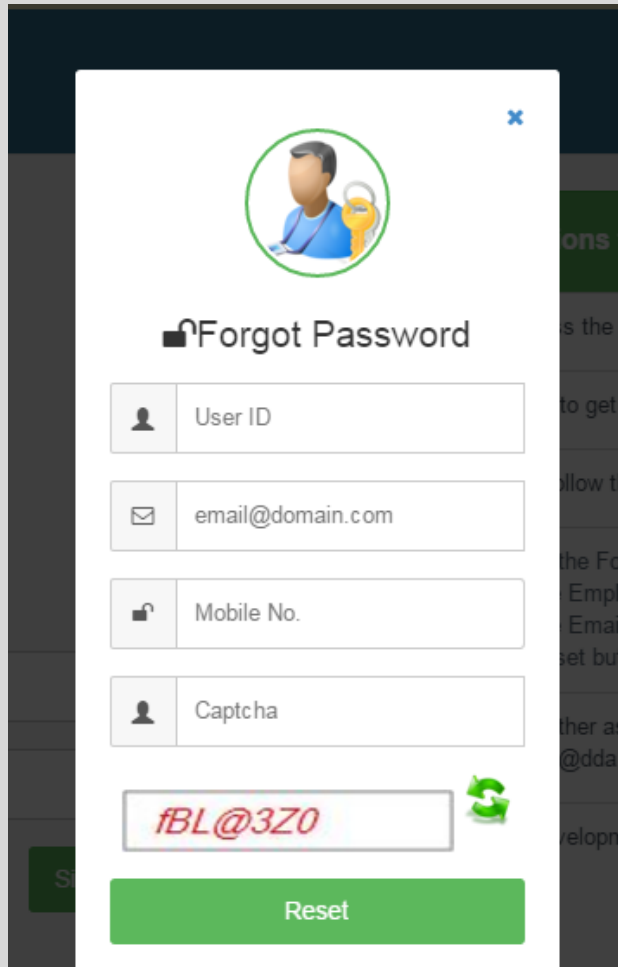
3. For any other assistance please get in touch with the APAR Helpdesk or write to apar@dda.org.in


4. Delhi Development Authority

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Web master || Contact Us


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Login Page





Forgot Password



If Employees don't have the password then:-

Click on New / Forget Password to get the password

- Enter User id
- Enter Email Id
- Enter Mobile No
- Enter Captcha Code
- Reset :-A password will Sent on your registered Email ID and Mobile No. and page Redirect on Login Page.

Now, After Get the Password, Enter User Id and Password then Sign In



Delhi Development Authority

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



Already a Member?
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[New / Forgot password](#)

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2. Process to get an PIMS ID, contact to DDA PIMS section
3. Please follow the process to get Password
1. Click on the Forgot Password link.
2. Enter the Employee ID.
3. Enter the Email ID Registered with System.
4. Click Reset button
3. For any other assistance please get in touch with the APAR Helpdesk or write to us apar@dda.org.in
4. Delhi Development Authority

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HIT Counter : 9



One Time Password

Login

If user know the password then :-

- Enter User Id
- Enter Password
- Submit
- After Sign In, A OTP Popup will be open:-Sent OTP on your registered Email ID & Enter OTP
- Click on Login :- Page Redirect on Home Page

Home Page

The screenshot shows the Home Page dashboard for Delhi Development Authority. The header includes the user name 'Demo xxx yyy' and designation 'Sr. Research Officer'. The navigation menu on the left lists: Dashboard, Admin Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Property Statement, and Lokpal Assessts & Liabilities. The main content area features four data cards:

Category	Yesterday	This Week
REPORTING APAR	0	0
REVIEWING APAR	0	0
COUNTER SIGNED	0	0
FINALIZED APAR	0	0

- On Header, Show Employee Name & Designation on Right hand side
- **On Right hand side, Open drop down menu :-**
 - Employee Details
 - Change Password
 - Logout

Drop Down Menu

The screenshot shows the Home Page dashboard with the drop-down menu open. The menu options are:

- Employee Details
- Change Password
- log Out

Click on Employee Details Link and page redirect on Employee Details Page .

Employee Details Page


Delhi Development Authority

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

Demo xxx yyy
Sr. Research Officer

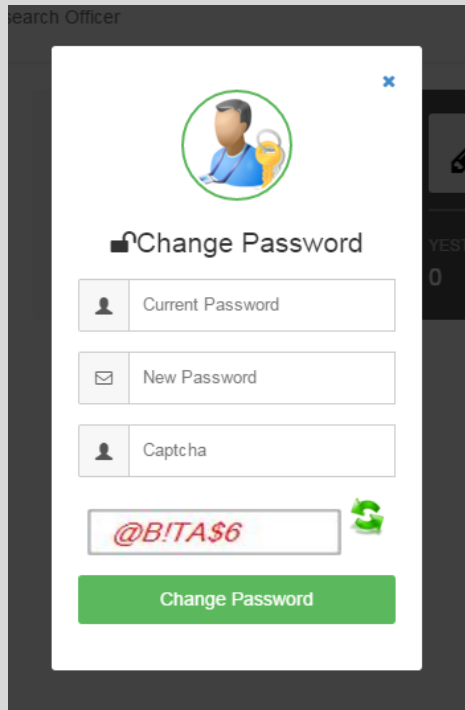
Employee Details

1. Employee ID :	<input type="text" value="12345"/>	
2. Employee Name :	<input type="text" value="Demo xxx yyy"/>	
3. Date of Birth :	<input type="text" value="09/02/1956"/>	
4. Father Name :	<input type="text" value="xyz"/>	
5. Marital Status :	<input type="text" value="Married"/>	
6. Current Office :	<input type="text" value="Area Planning-I"/>	
7. App. Date :	<input type="text" value="14/11/1979"/>	
8. Date of Retirement :	<input type="text" value="29/02/2016"/>	
9. Current Designation :	<input type="text" value="Sr. Research Officer"/>	
10. Phone No :	<input type="text" value="987654321"/>	
11. Email ID :	<input type="text" value="xyz@gmail.com"/>	
12. Home Address :	<input type="text" value="9,VICHARA NAND MARG LUXMAN CHOWK DEHRADUN"/>	

See all the personal details of the Employee Like as:

- Employee ID
- Name
- Date of Birth
- Father Name
- Marital Status
- Current Office
- App. Date
- Date of Retirement
- Current Designation
- Phone No
- Email Id
- Home Address

Change Password



The screenshot shows a 'Change Password' popup window. At the top left, it says 'Search Officer' and 'YEST 0'. The popup has a close button (X) in the top right corner. Below the title 'Change Password', there is a profile picture of a person. The form contains three input fields: 'Current Password', 'New Password', and 'Captcha'. Below the 'Captcha' field, there is a captcha image showing the text '@BITA\$6' and a green recycling symbol. At the bottom of the form is a green button labeled 'Change Password'.

Click on Change Password and Open Link Popup

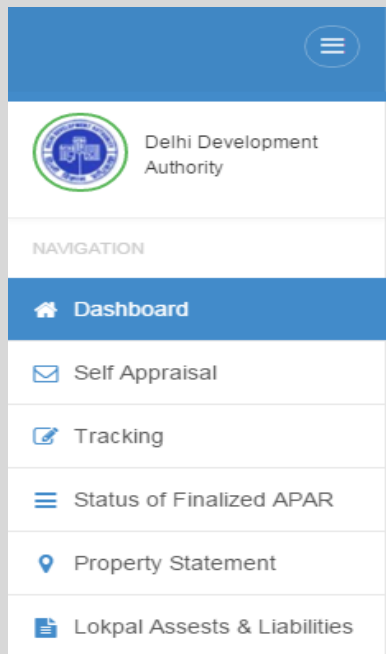
Now, For Change the current password please follow
the procedure :-

- Enter Current Password
- Enter New Password
- Enter Captcha
- After that, Click on Change Password and Your password have been changed and A new password will sent on your registered email id.

Logout

- For Logout your application please click on Logout Link.
- Page redirect on Login Page

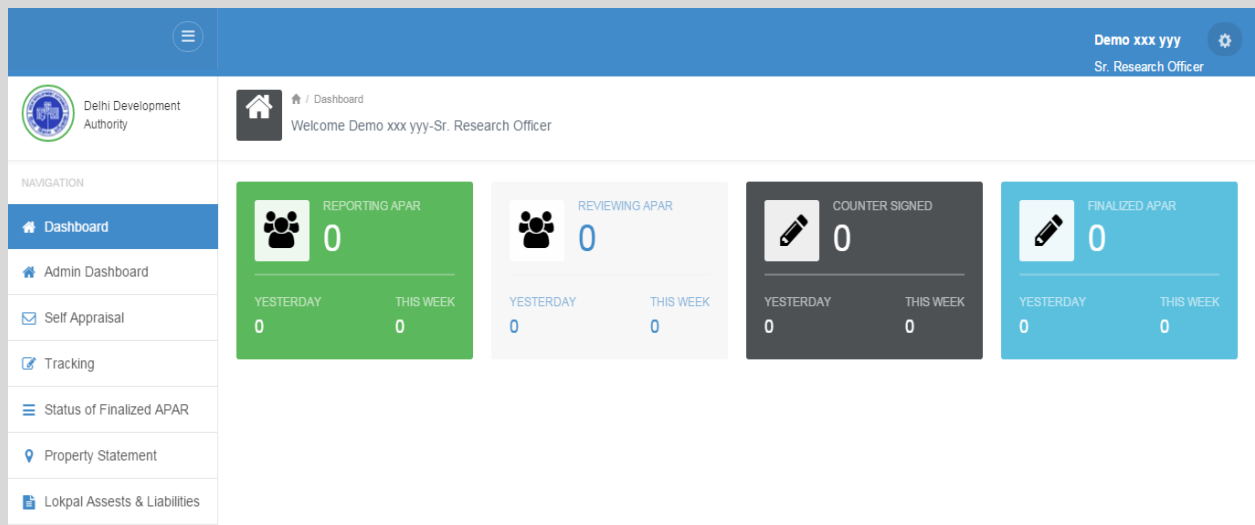
Menu



Menus Comes after Login:-

- Dashboard
- Self Appraisal
- Status of finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

Dashboard Menu



Click on Dashboard Link, Page redirect on Home Page and show all these Link on content page:-


- Reporting APAR Popup
- Reviewing APAR Popup
- Accepting APAR Popup
- Finalized APAR Popup

Self Appraisal Menu

Click on Self Appraisal Link, Page redirect on Self Appraisal Page and show the Appraisal Form

Self Appraisal Form

After Click the given link, Show Appraisal Form



Delhi Development Authority

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

Delhi Development Authority

ANNUAL PERFORMANCE ASSESSMENT REPORT

Common Format Four
Director(Planning / Landscape) / Joint Deputy Director(Planning/Landscape)
SR. Research Officer / Assistant Director(Planning/Landscape) Research Officer

Period From : 01/10/2015 Period To : 31/12/2015

Employee's I.D. No. : 12345 Current Office Name : Area Planning-I

PART-I : PERSONAL DATA

1. Name of Officer : *

2. Father's Name : *

3. Designation : *

4. Date of Birth : *

5. a) Educational Qualification : *

b) Technical Qualification : *

6. Married or Single : * Married Single Widow Divorcee

7. Date of continuous appointment to present grade : *

8. Various posts held during the year and dates of appointment thereto :

9. Period of absence from duty (on leave training etc.) during the year (If has undergone training, specify period, programme and subject) :

Types of Leave	No. of Leave
EL :	<input type="text" value="0"/>
Training :	<input type="text" value="0"/>
Study Leave :	<input type="text" value="0"/>
Medical :	<input type="text" value="0"/>
Others :	<input type="text" value="0"/>

Note :

10. Please state whether the Annual Return of Immovable Property for the preceding calendar year was filled within the prescribed date i.e.31st January of the year following the calendar year. If so, the date of filing the returns should be given. : Yes No

11. Have you written the APAR of all Officers in respect of whom you are the Reporting Authority? :

PART-II : SELF APPRAISAL

Indicate salient features of your work during the year and extent of your contribution in the accomplishment of important tasks. Highlight nature and quantum of work handled. The self appraisal should clearly bring out verifiable facts and figures and should be limited to not more than 300 words. Training courses, Seminars attended etc. may be mentioned in this. The self-appraisal should be filled within the space earmarked in the proforma. No additional sheet to be attached.

1. Continued work preceding year of report (Please indicate details)

2. Work disposed of /scheme finalized during the period under report (Please specifically give the detail of work done and results achieved)

3. New work assigned during the year.

4. Incomplete work at the end of the Reporting period which is to be continued in next year (Please give the reason for the incomplete)

5. Reporting/Reviewing/Accepting Authority

	Name & Designation	Period From	Period To
Reporting Authority	<input type="text" value="Select Reporting Authority"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
Reviewing Authority	<input type="text" value="Select Reviewing Authority"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
Accepting Authority	<input type="text" value="Select Accepting Authority"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>

Dated

Signature _____

Name in Block letters:

Designation:

Save Draft

Save & forward

Common Format Four

CAUTION !

Please ensure that all details are correct.

Data once saved cannot be edited subsequently.



Edit

Save & Forward APAR

- First, Employee Fill the Appraisal Form
- If Not fill the complete form , Please click on Save Draft . So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report to your senior person , Please click on Save & forward .
- After click on Save & forward , Generate the captcha .
- Enter captcha code and click to Save & Forward APAR , After that your appraisal report will be forward to your Reporting Officer.

After fill the Appraisal form, Reporting Officer , login the application

Delhi Development Authority

SUDHIR KUMAR KAIN
Deputy Director (Plg)

Dashboard
Welcome SUDHIR KUMAR KAIN-Deputy Director (Plg)

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assessts & Liabilities

REPORTING APAR: 1 (Yesterday: 1, This Week: 1)

REVIEWING APAR: 0 (Yesterday: 0, This Week: 0)

COUNTER SIGNED: 0 (Yesterday: 0, This Week: 0)

FINALIZED APAR: 0 (Yesterday: 0, This Week: 0)

- After login the application ,In Home page, show the Appraisal Report counter on Reporting APAR.
- Now, Open Reporting APAR Link .
- Open Reporting APAR Popup.

APAR Reporting Popup


Pending Employees for Reporting

	Name of Office	Designation	Period From	Period To	Appraisal Date
Click	Demo xxx yyy	Sr. Research Officer	01/10/2015	31/12/2015	12/01/2016

- In Popup Window, Show all the pending Employees for Reporting
- Now, Click on the given link.

Reporting Form

After Click the given link, Show Reporting Form

 Delhi Development Authority

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

SUDHIR KUMAR KAIN
Deputy Director (Plg)

Delhi Development Authority

ANNUAL PERFORMANCE ASSESSMENT REPORT

Common Format Four
Director(Planning / Landscape) / Joint Deputy Director(Planning/Landscape)
SR. Research Officer / Assistant Director(Planning/Landscape) Research Officer

Period From * Period To *

Employee's I.D. No. Office Name

PART-I : PERSONAL DATA

PART-II : SELF APPRAISAL

PART-II : COMMENTS OF THE REPORTING OFFICER

A. On self appraisal written by officers and his own remarks about quality of work in the office

B. Assessment by Reporting Officer (Please put a tick mark in appropriate box)

Technical

1. Competency in Town Planning theory and application	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2. Competency in visualizing planning problems and schema in relation to socio economic and physical synthesis factors and ability to implement	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3. Competency in co-coordinating with inputs like urban design, transport, utilities, etc.	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4. Ability for research and application of new techniques and innovation	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5
5. Knowledge of planning legislation, master plan, land user, urban controls and all building codes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5
6. Capability of report writing and presentation in meetings	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
7. Power and competence of analysis, design programming and their effective implementation and control	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
8. Comprehensive and awareness of future	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
9. Ability to ensure co-ordination and proper implementation of schemas / Projects through the site inspection	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5

Administrative

1. Capacity of expression communication and presentation 1 2 3 4 5

2. Management of the office personnel and promptness in taking decision 1 2 3 4 5

3. Capacity to co-ordinate, the work through team work leadership and guidance 1 2 3 4 5

4. Thoroughness, depth and capacity to impress 1 2 3 4 5

5. Efficiency and promptness in organizing Departmental/ Inter-departmental meetings interaction with outside agencies, research work seminars and discussions 1 2 3 4 5

6. Relationship with colleagues and sub-ordinates 1 2 3 4 5

Pen picture by the reporting officer, please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

General

1. Integrity 1 2 3 4 5

2. Discipline 1 2 3 4 5

3. Personality 1 2 3 4 5

4. Overall performance(Grading) 1 2 3 4 5

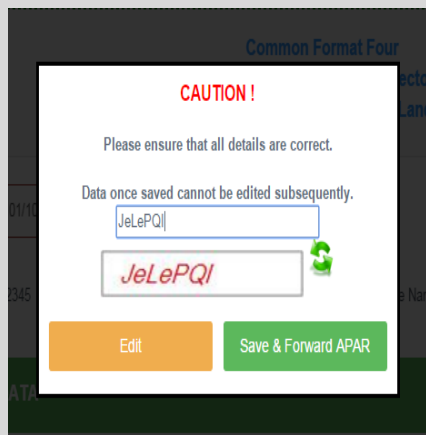
Dated: 12/01/2016

Signature of Reporting Officer: _____

Name in Block letters: SUDHIR KUMAR KAIN

Designation: Deputy Director (Plg)

[Save Draft](#) [Save & Forward](#)



- In Reporting Form, Show the preview of the appraisal form.
- First, Employee Fill the Reporting Form
- If Not fill the complete form , Please click on Save Draft . So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report, Please click on Save & forward .
- After click on Save & forward , Generate the captcha .
- Enter captcha code and click to Save & Forward APAR , After that appraisal report will be forward to Reviewing Officer.

After Reporting , Reviewing Officer ,login the application

The dashboard displays the following data:

Category	YESTERDAY	THIS WEEK
REPORTING APAR	0	0
REVIEWING APAR	1	1
COUNTER SIGNED	0	0
FINALIZED APAR	0	0

- After that, Reviewing Officer will login the application and In Home page, show the Appraisal Report counter on Reviewing APAR.
- Now, Open Reviewing APAR Link .
- Open Reviewing APAR Popup.

APAR Reviewing Popup


The popup window displays the following table:

	Name of Office	Designation	Period From	Period To	Appraisal Date
Click	Demo xxx yyy	Sr. Research Officer	01/10/2015	31/12/2015	12/01/2016

- In Popup, Show all the pending Employees for Reviewing
- Now, Click on the given link.

Reviewing Form

After Click the given link, Show Reviewing Form



Delhi Development Authority

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

BINDU GALGAT
Assistant Director(Architect)

Delhi Development Authority
ANNUAL PERFORMANCE ASSESSMENT REPORT

Common Format Four
Director(Planning / Landscape) / Joint Deputy Director(Planning/Landscape)
SR. Research Officer / Assistant Director(Planning/Landscape) Research Officer

Period From * Period To *

Employee's I.D. No. Office Name

PART-I : PERSONAL DATA

PART-II : SELF APPRAISAL

PART-II : COMMENTS OF THE REPORTING OFFICER

PART-III : REPORT BY REVIEWING OFFICER

General remarks in the light of the assessment of the Reporting Officer indicating whether Reviewing Officer agrees with the report of the Reporting Officer

Yes No

In case of difference of opinion details and reasons for the same may be given

1. Management 1 2 3 4 5

2. Technical Competence 1 2 3 4 5

3. Overall Performance (grading) 1 2 3 4 5

4. General Assessment 1 2 3 4 5

Pen picture by the reviewing officer, please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

Additional report by Reviewing Officers

a) Do you have personal knowledge of the officer's work/performance

b) Summary of critical assessment

Dated Signature

Name in Block letters:

Desination:

Common Format Four

CAUTION !

Please ensure that all details are correct.

Data once saved cannot be edited subsequently.

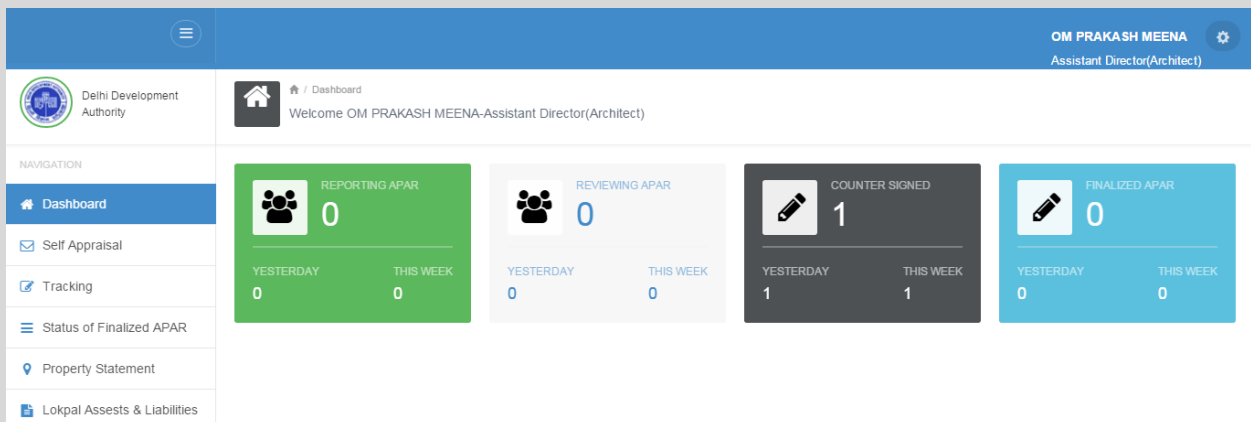
JeLePQI

JeLePQI

Edit Save & Forward APAR

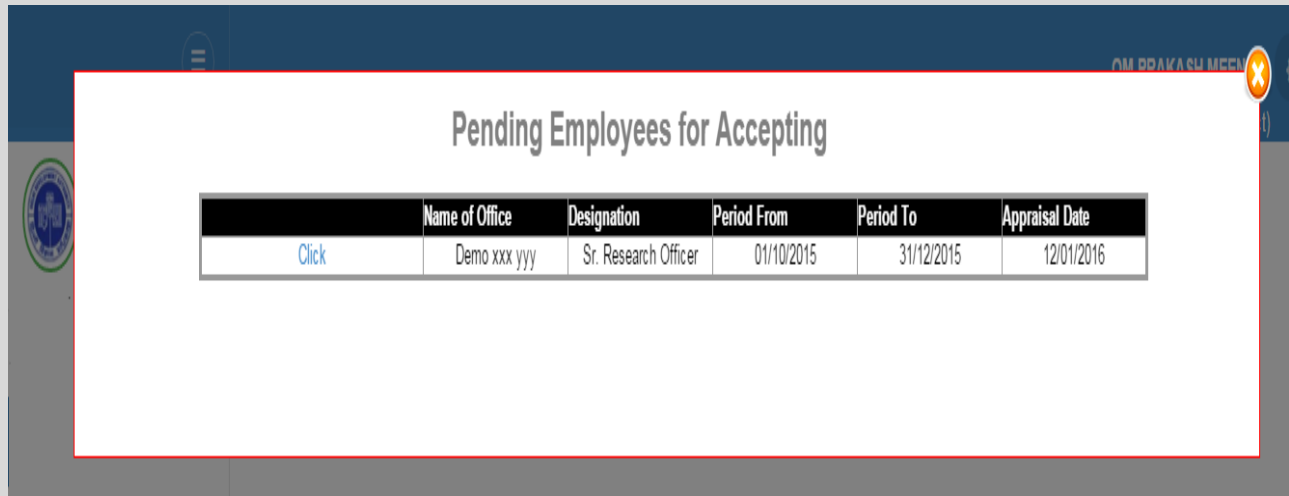
- In Reviewing Form, Show the preview of the appraisal form and Reporting Form.
- First, Employee Fill the Reviewing Form
- If Not fill the complete form , Please click on Save Draft . So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report, Please click on Save & forward .
- After click on Save & forward , Generate the captcha .
- Enter captcha code and click to Save & Forward APAR , After that appraisal report will be forward to Accepting Officer.

After Reviewing , Accepting Officer ,login the application



- After that, Accepting Officer will login the application and In Home page, show the Appraisal Report counter on Accepting APAR.
- Now, Open Accepting APAR Link .
- Open Accepting APAR Popup.

APAR Accepting Popup



The screenshot shows a popup window with a dark blue header and a white body. The title 'Pending Employees for Accepting' is centered at the top. Below the title is a table with six columns: 'Name of Office', 'Designation', 'Period From', 'Period To', and 'Appraisal Date'. A blue 'Click' link is positioned to the left of the first row of data. The background of the application window is visible, showing a logo on the left and a user name 'DM DRAKSH MEEL' on the right.

	Name of Office	Designation	Period From	Period To	Appraisal Date
Click	Demo xxx yyy	Sr. Research Officer	01/10/2015	31/12/2015	12/01/2016

- In Popup, Show all the pending Employees for Accepting
- Now, Click on the given link.

Accepting Form

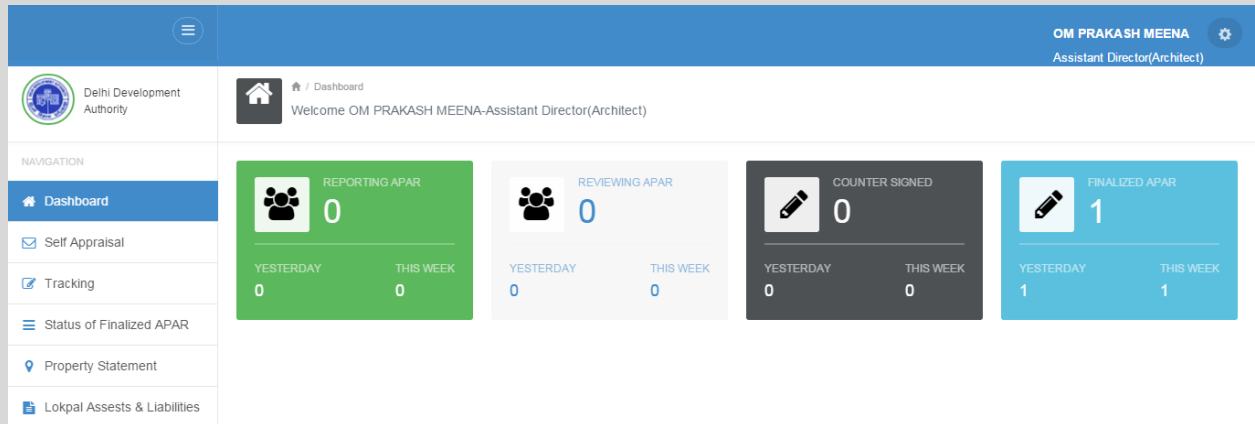
After Click the given link, Show Accepting Form

The screenshot shows the 'Delhi Development Authority ANNUAL PERFORMANCE ASSESSMENT REPORT' form. The user is OM PRAKASH MEENA, Assistant Director(Architect). The form is for 'Common Format Four' for a 'SR. Research Officer / Assistant Director(Planning/Landscape) Research Officer' in the 'Area Planning-I' office. The period is from 01/10/2015 to 31/12/2015, and the employee's I.D. No. is 12345. The form is divided into four parts: PART-I: PERSONAL DATA, PART-II: SELF APPRAISAL, PART-II: COMMENTS OF THE REPORTING OFFICER, and PART-III: REPORT BY REVIEWING OFFICER. The current view shows the 'PART-IV: REPORT BY COUNTERSIGNING OFFICER' section, which includes a question about agreeing with remarks, a field for reasons, a performance rating (3), an overall assessment (3), and a score/grading (3). The date is 12/01/2016, and the signature is OM PRAKASH MEENA, Assistant Director(Architect). There are 'Save Draft' and 'Save & Forward' buttons at the bottom.

The screenshot shows a 'CAUTION!' dialog box with the text: 'Please ensure that all details are correct. Data once saved cannot be edited subsequently.' There are two input fields, both containing 'JeLePQI'. Below the input fields are two buttons: 'Edit' and 'Save & Forward APAR'.

- In Accepting Form, Show the preview of the appraisal form, Reporting Form and Reviewing Form.
- First, Employee Fill the Accepting Form
- If Not fill the complete form , Please click on Save Draft . So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report, Please click on Save & forward .
- After click on Save & forward , Generate the captcha .
- Enter captcha code and click to Save & Forward APAR , After that appraisal report will be Accepted.

Accepting Officer, Show the final report



- After Accepting, In Home page, show the Final Report counter on Finalize APAR.
- Now, Open Finalize APAR Link .
- Open Finalize APAR Popup.


APAR Accepted Popup

Employees for Accepted

	Name of Office	Designation	Period From	Period To	Appraisal Date
Click	Demo xxx yyy	Sr. Research Officer	01/10/2015	31/12/2015	12/01/2016

- In Popup, Show all the Employees for Accepted
- Now, Click on the given link.

Preview Form



Delhi Development Authority

OM PRAKASH MEENA
Assistant Director(Architect)

Delhi Development Authority

ANNUAL PERFORMANCE ASSESSMENT REPORT

Common Format Four
Director(Planning / Landscape) / Joint Deputy Director(Planning/Landscape)
SR. Research Officer / Assistant Director(Planning/Landscape) Research Officer

Period From *

Period To *

Employee's I.D. No.

Office Name

PART-I : PERSONAL DATA⊞

1. Name of Officer : *

2. Father's Name : *

3. Designation : *

4. Date of Birth : *

5. a) Educational Qualification : *

b) Technical Qualification : *

6. Married or Single : *

7. Date of continuous appointment to present grade : * Grade :

8. Various posts held during the year and dates of appointment thereto.:

<input type="text" value="05/11/2015"/>	Desig. : <input type="text"/>	Grade : <input type="text"/>
---	-------------------------------	------------------------------

9. Period of absence from duty (on leave training etc.) during the year (If has undergone training, specify period, programme and subject). :

Types of Leave	No. of Leave
EL :	<input type="text" value="0"/>
Training :	<input type="text" value="0"/>
Study Leave :	<input type="text" value="0"/>
Medical :	<input type="text" value="0"/>
Others :	<input type="text" value="0"/>

Note :

10. Please state whether the Annual Return of Immovable Property for the preceding calendar year was filled within the prescribed date i.e.31st January of the year following the calendar year. If so, the date of filling the returns should be given. :

11. Have you written the APAR of all Officers in respect of whom you are the Reporting Authority? :

PART-II : SELF APPRAISAL



Indicate salient features of your work during the year and extent of your contribution in the accomplishment of important tasks. Highlight nature and quantum of work handled, with respect of Housing, Commercial and other design Projects. The self appraisal should be filled within the space earmarked in the proforma. No additional sheet to be attached.

1. Continued work preceding year of report (Please indicate details)

2. Work disposed of /scheme finalized during the period under report (Please specifically give the detail of work done and results achieved)

3. New work assigned during the year.

4. Incomplete work at the end of the Reporting period which is to be continued in next year (Please give the reason for the incomplete)

5. Reporting/Reviewing/Accepting Authority

	Name & Designation	Period From	Period To
Reporting Authority	SUDHIR KUMAR KAIN	01/12/2015	01/12/2015
Reviewing Authority	BINDU GALGAT	01/12/2015	04/12/2015
Accepting Authority	OM PRAKASH MEENA	01/12/2015	04/12/2015

Dated

12/01/2016

Signature:

Name in Block letters:

DEMO XXX YYY

Designation

Sr. Research Officer

PART-II : COMMENTS OF THE REPORTING OFFICER



A. On self appraisal written by officers and his own remarks about quality of work in the office

B. Assessment by Reporting Officer (Please put a tick mark in appropriate box)

Technical

- 1. Competency in Town Planning theory and application
- 2. Competency in visualizing planning problems and schema in relation to socio economic and physical synthesis factors and ability to implement
- 3. Competency in co-coordinating with inputs like urban design, transport, utilities, etc.
- 4. Ability for research and application of new techniques and innovation
- 5. Knowledge of planning legislation, master plan, land user, urban controls and all building codes
- 6. Capability of report writing and presentation in meetings
- 7. Power and competence of analysis, design programming and their effective implementation and control
- 8. Comprehensive and awareness of future
- 9. Ability to ensure co-ordination and proper implementation of schemas / Projects through the site inspection

Administrative

- 1. Capacity of expression communication and presentation
- 2. Management of the office personnel and promptness in taking decision
- 3. Capacity to co-ordinate, the work through team work leadership and guidance
- 4. Thoroughness, depth and capacity to impress
- 5. Efficiency and promptness in organizing Departmental/ Inter-departmental meetings interaction with outside agencies, research work seminars and discussions
- 6. Relationship with colleagues and sub-ordinates

Pen picture by the reporting officer, please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

General

- 1. Integrity
- 2. Discipline
- 3. Personality
- 4. Overall performance(Grading)

Dated

Signature of Reporting Officer: _____

Name in Block letters:

Designation:

PART-III : REPORT BY REVIEWING OFFICER

General remarks in the light of the assessment of the Reporting Officer indicating whether Reviewing Officer agrees with the report of the Reporting Officer

Yes

In case of difference of opinion details and reasons for the same may be given

1. Management

1

2. Technical Competence

2

3. Overall Performance (grading)

3

4. General Assessment

4

Pen picture by the reviewing officer, please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

Additional report by Reviewing Officers

a) Do you have personal knowledge of the officer's work/performance

b) Summary of critical assessment

Dated

12/01/2016

Signature

Name in Block letters:

OM PRAKASH MEENA

Designation:

Assistant Director(Architect)

PART-IV : REPORT BY COUNTERSIGNING OFFICER

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes

2. In case difference of opinion detail and reasons for the same may be given

3. Do you have a personal knowledge of the officer's performance

1

4. Overall assessment (Please total up grades in Part-II & III and enter in score)

3

Score/Grading

3

Dated

12/01/2016

Signature

Name in Block letters:

OM PRAKASH MEENA

Designation:

Assistant Director(Architect)

Note: a) For reports the grading will be as under:

1. Below Average 2. Average 3. Good 4. Very good 5. Outstanding

b) For integrity grading will be as under:

1. Established on bed 2. Doubtful 3. No case 4. Good 5. Impeccable

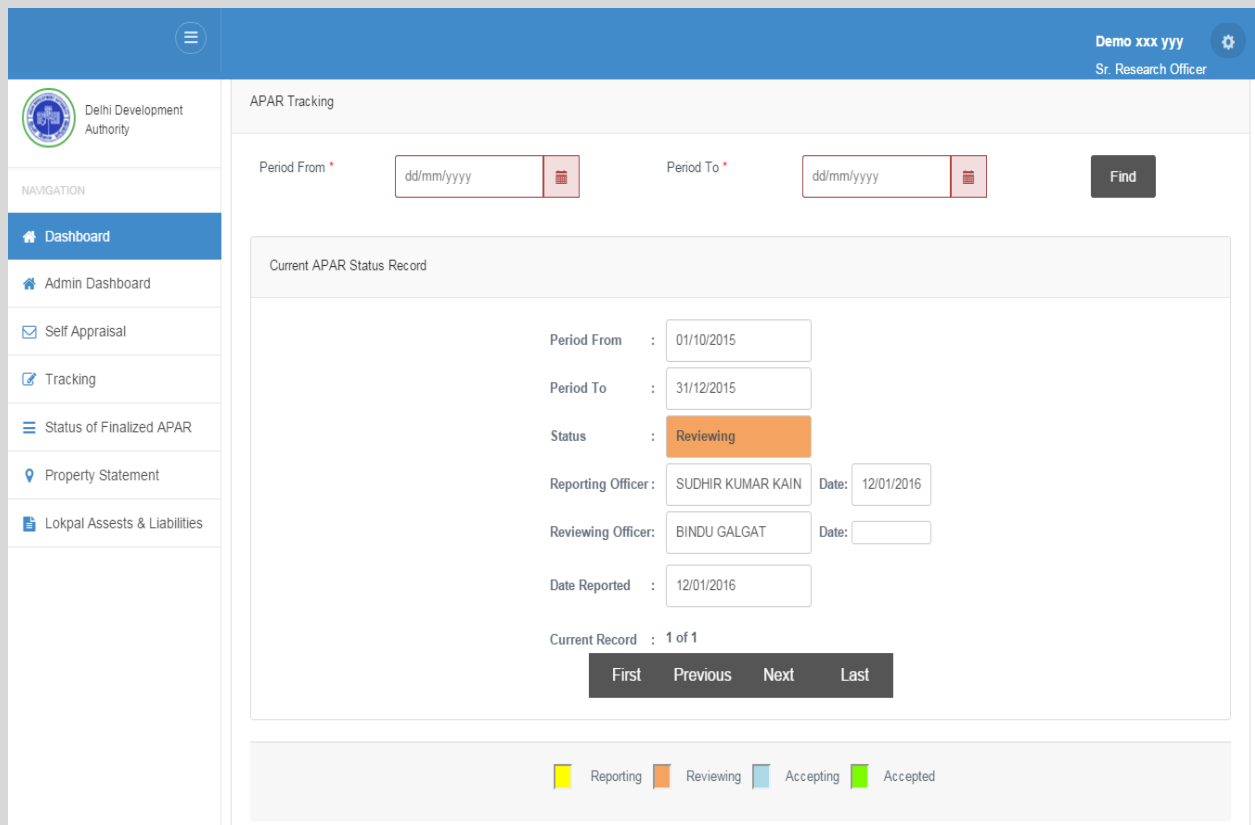
[Print Form](#)

- In Preview Form, Show all the preview of all forms i.e. Preview of Appraisal Form, Reporting Form, Reviewing Form and Accepting Form.
- If Employee wants to take a print out of these form. Please Click to Print Form

Tracking Menu

- If Employee wants to see the status of the appraisal report. Please Click on Tracking Link.
- Page Redirect on APAR Tracking

Tracking Page



Delhi Development Authority

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assessts & Liabilities

APAR Tracking

Demo xxx yyy
Sr. Research Officer

Period From * Period To *

Current APAR Status Record

Period From :

Period To :

Status : Reviewing

Reporting Officer : Date:

Reviewing Officer: Date:

Date Reported :

Current Record : 1 of 1

Reporting Reviewing Accepting Accepted

- In Tracking Page, All status will be show of appraisal report
- If Employee wants to show the preview of all the report by fill the Reporting , Reviewing and Accepting Officer. Please click on the Preview Link
- If Employee wants to see the status according to period wise. Please follow the procedure:-
 - Please Enter Period From and To
 - Now, Click on Find
 - After Click on find , show all the status of your appraisal report between period from and to

Status of Finalized APAR Menu

- If Employee wants to see final accepted report. Please Click on Status of Finalized APAR Link.
- Page Redirect on APAR Report

Status of Finalized APAR Page

The screenshot displays the 'Status of Finalized APAR' page. The left sidebar contains a navigation menu with the following items: Dashboard, Admin Dashboard, Self Appraisal, Tracking, Status of Finalized APAR (highlighted), Property Statement, and Lokpal Assests & Liabilities. The main content area is titled 'APAR Report' and includes search filters for 'Period From' and 'Period To' (both set to 'dd/mm/yyyy') and a 'Find' button. Below the filters is a section titled 'APAR Filled Report' containing a table with the following data:

Period From	Period To	Reporting Officer	Reviewing Officer	Accepting Officer	Date Reported	Status	APAR Report
01/10/2015	31/12/2015	SUDHIR KUMAR KAIN	BINDU GALGAT	OM PRAKASH MEENA	12/01/2016	Accepted	Preview

- All final report will be show
- If Employee wants to see the preview of all the report by fill the Reporting , Reviewing and Accepting Officer. Please click on the Preview Link
- If Employee wants to see report according to period wise. Please follow the procedure:-
 - Please Enter Period From and To
 - Now, Click on Find
 - After Click on find , show all the report between period from and to

Property Statement Menu

- If Employee have a property please click to Property Statement Link.
- After click, Page Redirect on Property Statement Home Page

Property Statement Home Page

The screenshot shows the 'e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY' page. The header includes the Delhi Development Authority logo and a navigation menu. The main content area features two buttons: 'File new property return' and 'View Property Statement'. A notice at the top right states: 'Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.'

Delhi Development Authority

e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assessts & Liabilities

File new property return


View Property Statement

Demo xxx yyy
Sr. Research Officer

After open the Property Statement Home Page , Show two menu:

- File new property return
 - View Property Statement
- If employee wants to add a property Please click on File new property page.

File new Property Return Page



Delhi Development Authority

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

Statement of the Immovable property

1. Officer ID 12345

2. Name of officer Demo xxx yyy

3. Present Post held Sr. Research Officer

4. Date of Appointment 14.11.1979

5. Basic pay + Grade Pay

6. Select Year of Property Statement

	Name of the District, Sub-S.No.division, Taluka and village in which property is situated	Housing and other Land buildings	Present Value	If not in own name state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, Lease inheritance, gift of otherwise date of person/persons from whom acquired	Annual income from the property	Remarks	
1	DemoName1	DemoH1	DemoLand1	DemoPres1	DemoOwnNameState1	DemoPurchase1	DemoAnnualInc1	DemoRemark1
2	DemoName2	DemoH2	DemoLand2	DemoPres2	DemoOwnNameState2	DemoPurchase2	DemoAnnualIn2	DemoRemark2
3	DemoName3	DemoH3	DemoLand3	DemoPres3	DemoOwnNameState3	DemoPurchase3	DemoAnnualInc3	DemoRemark3
Add more rows, if necessary								

****If there is more than one property, Please click 'add more rows' fill in and submit details of each property separately.**

Sr. Research Officer

CAUTION !


Please ensure that all details are correct.

Data once saved cannot be edited subsequently.

After open the File new Property Return Page ,

- Fill all the property details
- After fill the property , click on save
 - If Employee wants to see the fill property details Please click on View Property Statement.

View Property Statement Page



Delhi Development Authority

e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

View, Print Statement of Immovable Property 2015 ▼

1. Officer ID :

2. Name of officer :

3. Present Post held :

4. Date of Appointment :

5. Basic pay + Grade Pay :

6. Select Year of Property Statement :

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Housing and other Land buildings	Present Value	If not in own name state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, Lease inheritance, gift of otherwise date of person/persons from whom acquired	Annual income from the property	Remarks	
1	DemoName1	DemoH1	DemoLand1	DemoPres1	DemoOwnNameState1	DemoPurchase1	DemoAnnualnc1	DemoRemark1
2	DemoName2	DemoH2	DemoLand2	DemoPres2	DemoOwnNameState2	DemoPurchase2	DemoAnnualn2	DemoRemark2
3	DemoName3	DemoH3	DemoLand3	DemoPres3	DemoOwnNameState3	DemoPurchase3	DemoAnnualnc3	DemoRemark3


[Print Form](#)

- In View Property Statement Page, Employee see all the property details by year wise.
- If user wants to take a print out . Please click on print form

Lokpal Assests & Liabilities

- If Employee have an Assests & Liabilities please click to Lokpal Assests & Liabilities
- After click, Page Redirect on Assets & Liabilities Home Page

Lokpal Assests & Liabilities Home Page



Delhi Development Authority

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assests & Liabilities

Delhi Development Authority

Declaration of Assets and Liabilities by Public Servants

Under Section 44 of the Lokpal and Lokayuktas Act, 2013
(Reference: DoPT OM Number 407/12/2014-AVD-IV-B dated 18.03.2015)

Fill the forms, take print out, and submit to the controlling authority. It is not mandatory to file the return online.

**Data once saved cannot be edited subsequently.
Please ensure correctness of data before saving.**

Select Date of Return

01-Aug-2014

Submit

Please select the Date of Return and click on Submit

After submit page redirect on Declaration

Declaration

Delhi Development Authority		Demo xxx yyy Sr. Research Officer					
NAVIGATION Dashboard Admin Dashboard Self Appraisal Tracking Status of Finalized APAR Property Statement Lokpal Assesst & Liabilities	Declaration	Form I	Form II	Form No III	Form No IV	Print	
	Return of assets and liabilities on first appointment or as on the 01st August, 2014 (Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)						
	1. Name of the public servant in full (in block letters)						
	2.(a) Present public position held (Designation, name and address of organisation)						
	(b) Service to which belongs (if applicable)						
	<p>Declaration: I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act,2013.</p> <p>Date: 14/01/2016 Signature:</p> <p>* In case of first appointment please indicate date of appointment</p> <p>Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013. (Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to -- (a) the assets of which he ,his spouse and his dependent children are, jointly or severally, owners or beneficiaries; (b) his liabilities and that of his spouse and his dependent children)</p> <p>Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.</p> <p>Note 3. "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013)</p> <p style="text-align: center;"><input type="button" value="Print"/> <input type="button" value="Back"/></p>						

Form I

Delhi Development Authority

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Property Statement
- Lokpal Assessts & Liabilities

Demo xxx yyy
Sr. Research Officer

Declaration Form I Form II Form No III Form No IV Print

FORM NO. I
Details of public servant, his/her spouse and dependent children


S.No.	Description	Name	Public position held, if any	Whether return being filed by him/her separately
1	Self	demo1	demo2	demo3
2	Spouse	demo2	demo6	demo10
3	Dependent 1	demo3	demo7	demo11
4	Dependent 2	demo4	demo8	demo12
5	Dependent 3	demo5	demo9	demo13
Add more rows, if necessary				

Save Draft Back

Please fill all the given details

And click on Save Draft

Form II



Delhi Development Authority

Demo xxx yyy
Sr. Research Officer

Declaration
Form I
Form II
Form No III
Form No IV
Print

FORM NO. II
Statement of movable property on first appointment or as on the 31st March 2015
 (Use separate sheets for self, spouse and each dependent child)

Name of public servant/spouse/dependent child :

S.No.	Description	Amount in Rupees (Only Numeric)	Remarks, if any
(i)*	Cash and Bank Balance	123456	demo1
	Insurance(Premia Paid)	12345	demo2
	Fixed/Recurring Deposit(s)	12345	demo3
	Shares/Bonds	12345	demo4
	Mutual Fund(s)	12345	demo5
(ii)**	Pension Scheme/Provident Fund	12345	demo6
	Other investments, if any	12345	demo7
	Personal loans/advance given to any person or entity including Firm, Company, Trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees One lakh as the case may be)	12345	demo8
(iv)	Motor Vehicles (Details of make, Registration number, year of purchase and amount paid)	12345	demo9
	Jewellery (Give details of approximate weight(plus or minus 10 gms in respect of gold and precious stones; plus or minus 100 gms in respect of silver))	demo1	demo10
	Gold	demo2	demo11
	Silver	demo3	demo12
(v)	Precious metals and precious stones	demo4	demo13
	Composite items (Indicate approximate value)***	demo5	demo14
	Any other assets [Give details of movable assets not covered in (i) to (v)above]		demo15
(vi)	(a) Furniture	1234	demo16
	(b) Fixtures	1234	demo17
	(c) Antiques	1234	demo18
	(d) Paintings	1234	demo19
	(e) Electronic equipment	1234	demo20
	(f) Others	1234	

[Indicate the details of an asset, only if the total current value of any particular asset in any particular category, (furniture, electronic equipment, etc.) exceeds two months' basic pay or Rs. 1.00 lakhs, as the case may be.]


Date: _____

*-- Details of deposits in the foreign bank(s) to be given separately.
 **-- Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together.
 ***-- Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year.

Save Draft
Back

Please fill all the given details
And click on Save Draft

Form III



Delhi Development Authority

Declaration Form I Form II Form No III Form No IV Print

FORM NO. III
Statement of immovable property on first appointment or as on the 01st August, 2014
(e.g. Lands, Houses, Shops, Other Buildings, etc.)
 [Held by public servant, his/her spouse and dependent children]

S.No	Description of property (Land/House/Flat/Shop/ Industrial etc.)	Precise Location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number , etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant	Date of acqui
1							
2							
3							
4							
5							
6							
7							
8							

Note(1). For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

[Save Draft](#)

Please fill all the given details
And click on Save Draft

Form IV

Delhi Development Authority

Declaration Form I Form II Form No III Form No IV Print

FORM NO. IV

Statement of debts and other liabilities on first appointment or as on the 31st March 2015

S.No	Debtor(Self/Spouse or dependent children)	Name and address of creditor	Nature of debt/liability	Amount	Remarks
1	demo1	demo2	demo3	12345	demo4
2	demo5	demo6	demo7	12345	demo8
3	demo9	demo10	demo11	12345	demo12
4	demo13	demo14	demo15	1234	demo16
5	demo17	demo18	demo19	1234	demo20

Note 1. Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.
Note 2. The statement should include various loans and advances (exceeding the value in Note 1) taken from Banks, Companies, Financial Institutions, Central/State Government and from individuals.

[Save Draft](#)

Dashboard

Admin Dashboard

Self Appraisal

Tracking

Status of Finalized APAR

Property Statement

Lokpal Assests & Liabilities


Demo xxx yyy

Sr. Research Officer

Please fill all the given details

And click on Save Draft

Print



Delhi Development Authority

Demo xxx yyy
Sr. Research Officer

DeclarationForm IForm IIForm No IIIForm No IVPrint

Return of Assets and Liabilities on First Appointment or as on the 31st March, 2015

(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servant in full
(in block letters)

2.(a) Present public position held
(Designation, name and address of organisation)

(b) Service to which belongs (if applicable)

Declaration:
I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act,2013.

Date: Signature:

* In case of first appointment please indicate date of appointment

.....

Note1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act 2013.
(Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to –
(a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
(b) his liabilities and that of his spouse and his dependent children)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.III the value of his share in such property and where it is not possible to indicate the exact value of such share,its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. "dependent children " means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013)

FORM NO. I

Details of Public Servants, his/her spouse and dependent children

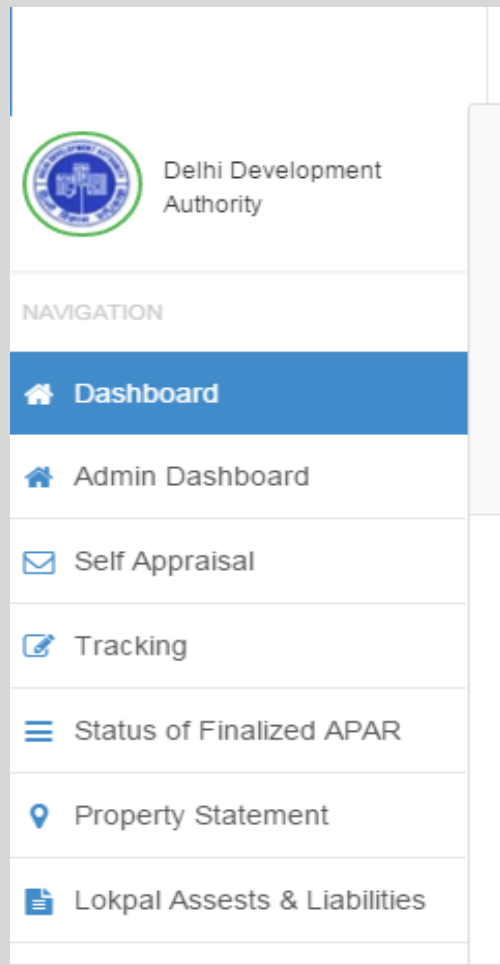
SL No.	Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self	demo1	demo2
2	Spouse	demo2	demo3
3	Dependent 1	demo3	demo6
4	Dependent 2	demo4	demo7
5	Dependent 3	demo5	demo8
			demo10
			demo11
			demo12
			demo13

Date : Signature :

Final Submission Back

Show all the details of Form I,II,III,IV.

For Admin



Menus Comes after Login:-

- If Employee is admin , Show Admin Dashboard
 - Dashboard
 - Admin Dashboard
 - Appraisal
 - Status of finalized APAR
 - Property Statement
 - Lokpal Assests & Liabilities

Please click on Admin Dashboard Link

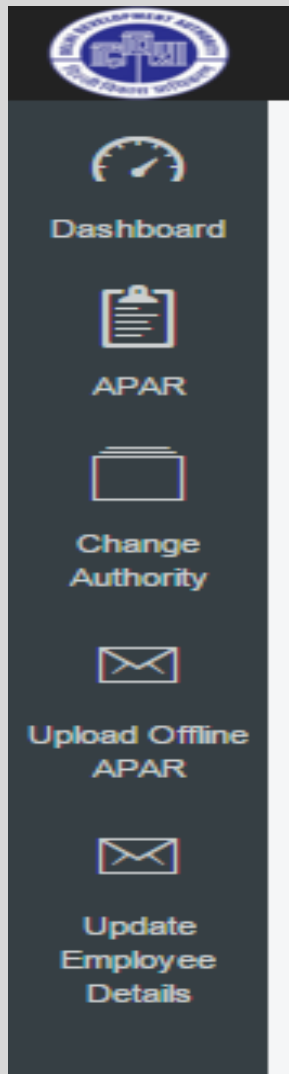
Admin Home Page

The dashboard features a dark sidebar on the left with the following menu items: Dashboard, APAR, Change Authority, Upload Offline APAR, and Update Employee Details. The main content area displays several cards:

- Under Appraisal:** 0 items, with a green upward arrow.
- Under Reporting:** 1 item, with a green upward arrow.
- Under Reviewing:** 0 items, with a green upward arrow.
- Under Counter Sign:** 0 items, with a green upward arrow.
- Accepted Online APAR:** Group A 0, Group B 0.
- Accepted offline APAR:** Group A 0, Group B 0.
- APAR under Process:** Group A 0, Group B 0.

A user profile icon and a settings gear are visible in the top right corner of the dashboard.

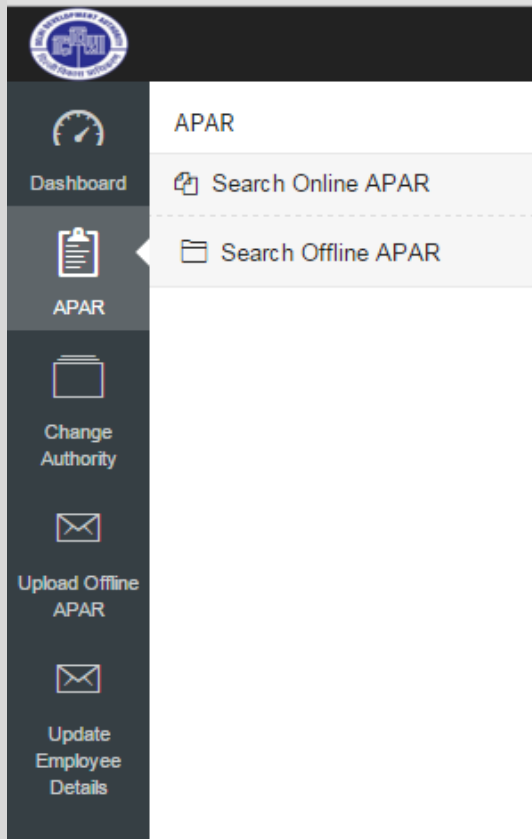
Admin Menu



Menus Comes after click on Admin Dashboard Link :-

- Dashboard
- APAR
- Change Authority
- Upload Offline APAR
- Update Employee Details

APAR Sub Menu




APAR Submenu are :-

- Search Online APAR
- Search Offline APAR

➤ If Admin wants to search APAR Please Click on given link.

Search APAR

User Profile

Employee APAR Report

Search Employee Based On Criteria (Search through any one Criteria for accurate result)

Employee ID

Period From

Period To

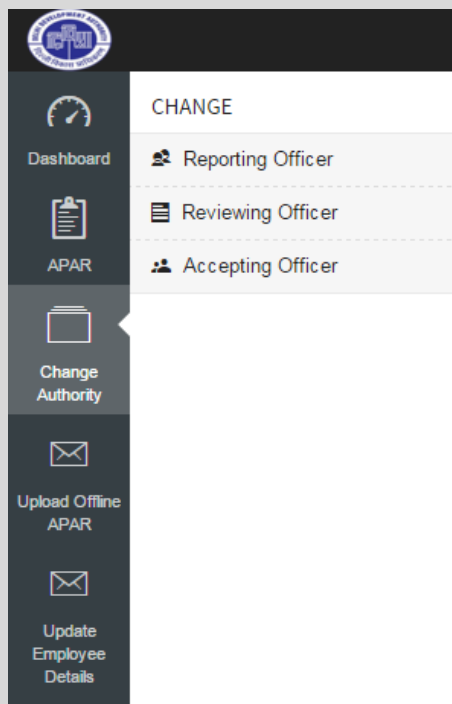
Employee Designation

Employees Data

Employee ID	Name	Period From	Period To	Date of Birth	Designation	Accepted On	Overall Grade	APAR Report
12345	Demo xxx yyy	01/10/2015	31/12/2015	09/02/1956	Sr. Research Officer	12/01/2016	3	Preview

- In Search APAR, All final report will be show
- If Admin wants to show the preview of all the report by fill the Appraisal, Reporting, Reviewing and Accepting Officer. Please click on the Preview Link
- If Admin wants to see report according to Employee Id, period wise and Designation. Please follow the procedure:-
 - Please Enter any one details for accurate result
 - Now, Click on Find
 - After Click on find, show all the report

Change Authority Sub Menu



Change Authority Submenu are :-

- Reporting Officer
- Reviewing Officer
- Accepting Officer

➤ If Admin wants to Change Authority of Reporting Officer, Reviewing Officer and Accepting Officer. Please Click on given link.

Change Authority

Search Designation To Change Reporting / Reviewing / Accepting Authority for APAR

Designation

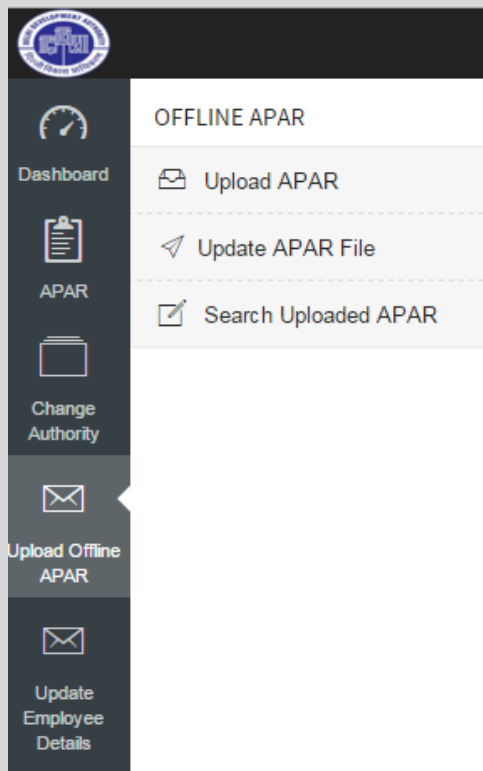
Additional Commissioner (Planning) Search

Employees

Designation Name	Reporting Officer Designation	Reviewing Officer Designation	Accepting Officer Designation	Operations
Additional Commissioner (Planning)	Select Reporting Designation	Select Reviewing Designation	Select Accepting Designation	Update Cancel

- In Change Authority, First select the designation and click on search
- Now show the data according to search the designation
- If you want to change Reporting, Reviewing and Accepting Officer, After that Click on edit
- After click on edit link, Select the Reporting, Reviewing and Accepting Officer
- Now please click on update link
- After click on update , change the Reporting, Reviewing and Accepting Officer for these designation

Upload Offline APAR Sub Menu



Upload Offline APAR Submenu are :-

- Upload APAR
- Update APAR File
- Search Uploaded APAR

➤ If Admin wants to upload offline APAR. Please Click on given link.

Update Employee Details

If Admin wants to see and update the details of employee Please click Update Employee Details Link

The screenshot shows a web application interface for managing employee data. On the left is a dark sidebar with navigation icons and labels: 'Dashboard', 'APAR', 'Change Authority', 'Upload Offline APAR', and 'Update Employee Details'. The main content area is titled 'Employee Data' and features a search section with the heading 'Search Employee Based On Criteria (Search through any one Criteria for accurate result)'. Below this are four input fields: 'Employee ID' (containing '12345'), 'Employee Designation' (a dropdown menu showing 'Select Designation'), 'Date of Birth', and 'ADHAAR No.'. A blue 'SEARCH' button is positioned below the fields. Below the search section is a table titled 'Employees' with the following data:

SNo.	Employee ID	Name	Date of Birth	Current Designation	ADHAAR No.	Contact No.	Email Id	
1	12345	Demo xxx yyy	09/02/1956	Sr. Research Officer	2.9121E+11	987654321	xyz@gmail.com	Edit

- In this page, Admin can see all the employee details
- If you want to update details of employee, Please Click on edit
- After click on edit link, change the details
- Now please click on update link
- After click on update, details have been updated