



**DELHI DEVELOPMENT AUTHORITY**  
**CONFIDENTIAL BRANCH**

No. F.7(01)2010-11/CR/DDA/62

Dated:- 29.03.2023

**CIRCULAR**

**Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2022-23**

All officers/officials of group 'A', 'B' & 'C' are required to fill their APAR in online mode with self appraisal for the year 2022-23, which will become due w.e.f. 01.04.2023. Further, according to the schedule prescribed by DoPT (Annexure 'III'), the self appraisal by the officer/official reported upon is to be submitted by 15<sup>th</sup> April, to be reported by 30<sup>th</sup> June, reviewed by 31<sup>st</sup> July and accepted by 31<sup>st</sup> August by the respective officers. It is, therefore, requested that all Group 'A' 'B' & 'C' officers/officials strictly adhere to the time schedule prescribed by DoPT. Further, no APAR will be acknowledged/accepted in any form, if the prescribed timeline of DoPT (Annexure 'III') is not followed.

The officers/officials will be able to fill online APAR by logging onto the APAR portal using their unique ID and password assessing the link: <http://119.226.139.196/apar/>. Further, the officials, who will be filling their online APAR for the first time and if not registered on APAR portal, are required to get themselves registered in PMIS through PMIS Branch.

All HODs are requested to ensure wide circulation of the aforesaid instructions in the offices under their control for due compliance. Please note that any delay in initiation of the APAR forms i.e. 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. In case of any difficulty in filling the APAR, please contact Asstt. Director (CR-II), 7<sup>th</sup> floor, B-Block, Vikas Sadan, INA, New Delhi-110023

Hindi version will follow.

**Encl:- As above.**

  
**(Dibakar Sarkar)**  
**Commissioner (Pers.)**  
o/c

**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.

Annexure-III

Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November