



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)/ 336
Computer No.: 7793

Dated:- 01/4/24

CIRCULAR

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

The process of filing/generation of APARs in Online Mode for all the Officers/Officials of DDA will become due w.e.f. 01.04.2023 for the APAR period 2023-24. It has been decided that for the APAR Period 2023-24, 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.

2. It will be the responsibility of the Reporting Officers to forward the APAR data of employees worked/working under them during the period 2023-24 to the CR Cell by 15th April 2024 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 APAR data for the period 2023-24 from their Concerned Reporting Officers to the CR Cell by 15th April 2024 for generation of their APARs by CR Cell.
4. CR Cell after obtaining the APAR data from Reporting Officers will generate their APAR and forward the same to the Officer Reported Upon. The Officer Reported Upon is then required to duly fill their Self-Appraisal and forward the same to their Reporting officer for assessment.
5. The Self-Appraisal by the Officer Reported Upon is to be submitted by 31st May 2024 to the concerned Reporting officer. The Reporting officer to report the APAR by 31st July 2024, Reviewing officer to Review the APAR by 30th September 2024 and the Accepting/Countersigning officer to Accept/Countersign the said APAR by 31st December 2024 (Timeline Enclosed as Annexure I).
6. All Group 'A' 'B' & 'C' Officers/Officials are directed to strictly adhere to the time schedule prescribed above at all stages of completion of APAR failing which disciplinary action as per rule will be taken.

[Handwritten signature]

7. Further, those Officers of DDA whose **Reviewing/Accepting Officers** are **Hon'ble Minister, MOHUA and Hon'ble Lt. Governor, NCT of Delhi** and who used to file their APARs in Offline Mode are also required to file their APARs in **Online Mode Only** on the **DDA APAR & PRISM Portal** as the name/designation of **Hon'ble Minister, MOHUA and Hon'ble Lt. Governor, NCT of Delhi** are now incorporated in the DDA APAR & PRISM Portal.


8. Also, all the Officers/Officials who are on deputation in DDA from other departments are required to file their APAR in the format as prescribed by their Parent Department only. Those Officers on deputation to DDA who have been filing their APAR in SPARROW in the PARICHAY Portal may continue to do so.

9. 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: <http://119.226.139.196/apar/>. Further, those officials, who will be filing 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.

10. 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. Generation of APAR/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.

11. The User Manual for Forwarding the APAR data by the Reporting Officer and further submission of Self-appraisal by the Officer Reported Upon has also been enclosed (**Annexure II**) with this Circular. In case, any Officer/Official faces any difficulty in filing/forwarding the APAR, he/she is advised to contact CR Cell, 7th floor, B-Block, Vikas Sadan, INA, New Delhi-110023 for resolving of their grievance.

Encl:- As above.


(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. 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.

Rohit Mathur
1/4/24

(Rohit Mathur)
Dy. Director (CR)

Time schedule for preparation/completion of APAR

Table-1	
Activity	Date by which activity to be completed
Forwarding of APAR data by the Reporting officers to CR Cell	15 th April, 2024
Submission of Self-appraisal to Reporting Officer by officer to be reported upon	31 st May 2024
Forwarding of APAR by Reporting Officer to Reviewing Officer/CR Cell	31st July 2024
Forwarding of APAR by Reviewing Officer to Accepting Authority/ CR Cell	30 th September 2024
Forwarding of APAR by Accepting Authority to CR Cell	31 st December 2024
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

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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

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

Step – 1

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

Delhi Development Authority
Annual Performance Assessment Report (APAR) & Progress Return Information System Management (PRISM)

Instructions for Employees:

- To access, User Unique Id as printed in Salary Slip.
- Follow the process to get password :
 - Click on the Member's Personal Link
 - Enter the Unique Id as printed in Salary Slip.
 - Enter the Email Id or Mobile Number or both registered in PRISM
 - Click on Request Button
 - Password will be sent to your Email Id
 - Before Any Data Updation in Your Apur Portal, You Are Requested to Update The Same Data in PMS Cell First
- For any other assistance, Please get in touch with the APAR Helpdesk:
 - Contact no - 011-26682211
 - Email id - pmr.helpdesk@dda.gov.in
- Thank you users

Consider the filing of PR for the year 2023. APAR
Consider the filing of Rejuvenation APAR
Consider the filing of APAR for the year 2022-23 APAR

Already a Member?
For the 1st time access

User ID

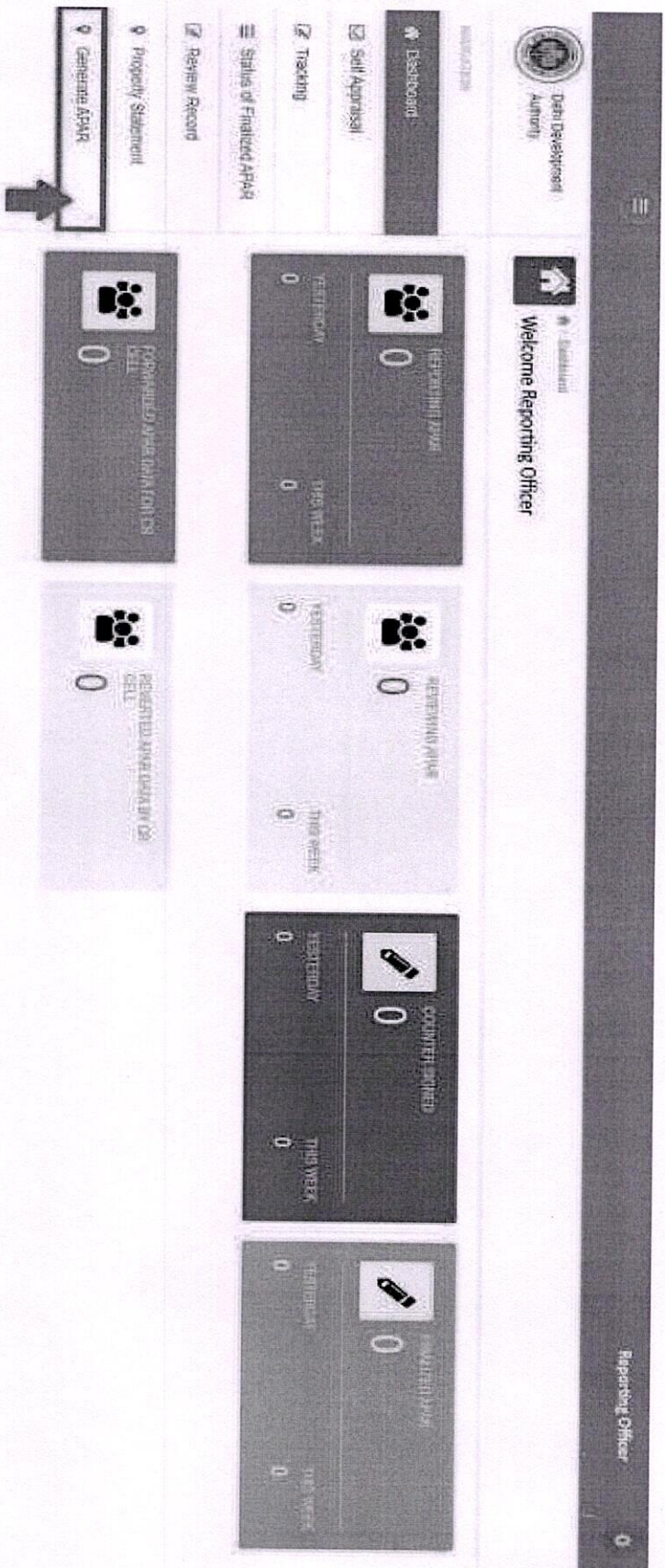
Password

Forgot

[Forgot Password](#)

Step – 2

Click on “Generate APAR”



Step – 3

- Enter Employee Unique ID of Officer/Official Reported Upon

Reporting Officer

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APPAR
- Review Record
- Property Statement
- Generate APPAR

Enter Employee Unique ID to search specific data

employee unit id

SEARCH

Click on Forward/Generate APPAR button to Forward/Generate APPAR of respective employee

SI No	Employee ID	Employee Name	Designation	Office	Click to Forward/Generate APPAR
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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 Secretarial Assistant	Confidential Branch	Forward/Generate APAR

Step – 5

Reporting Officer needs to fill APAR time period, Name &

- Designation and time period of Reporting Authority, Reviewing Authority and Accepting Authority (if applicable) and click on

Generate APAR

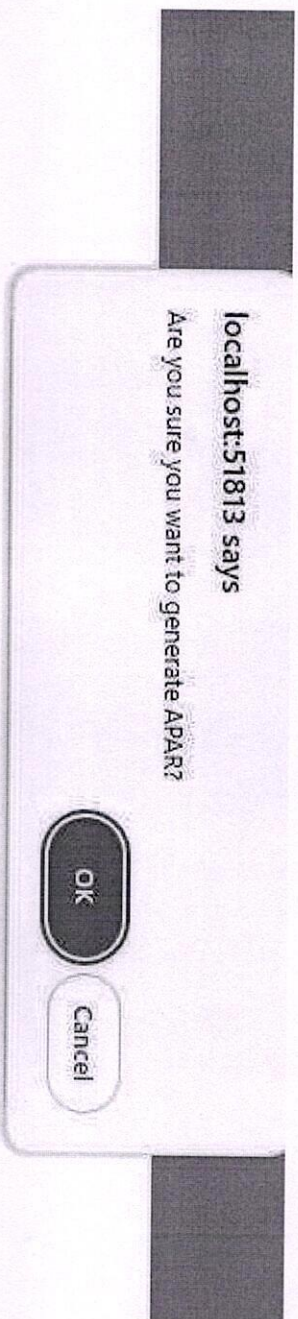
The screenshot shows a web form titled "Common Form for Annual Performance Assessment Report". It contains several sections:

- Report Type:** A dropdown menu with the value "00000000".
- AllAR time period:** A date range selector showing "01/01/2019" to "31/12/2019".
- Reporting Authority:** A dropdown menu with the value "23982014".
- Reviewing Authority:** A dropdown menu with the value "23982014".
- Accepting Authority:** A dropdown menu with the value "23982014".
- Special Secretariat Activities:** A dropdown menu with the value "Special Secretariat Activities".
- Generate APAR:** A button at the bottom right of the form.

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

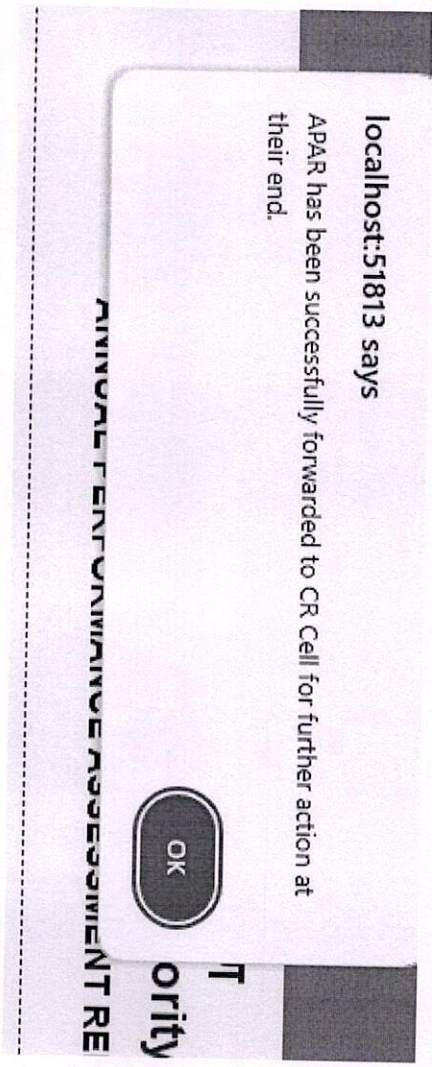
Step – 6

Confirm the Generation of APAR



Step – 7

- Click on “OK”, APAR of the Official has been successfully forwarded to CR Cell for further action at their end.



- **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.

Step – 1

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

Annual Performance Assessment Report (APAR) & Project Status Information System Management (PRISM)

Delhi Development Authority

Already a Member?
Forgot your Email ID or Password?
Participate on account

1. Click on the link of Forgot your Password for the year 2022-23. APAR
2. Click on the link of APAR for the year 2022-23. APAR
3. Password

[New/Reset Password](#)

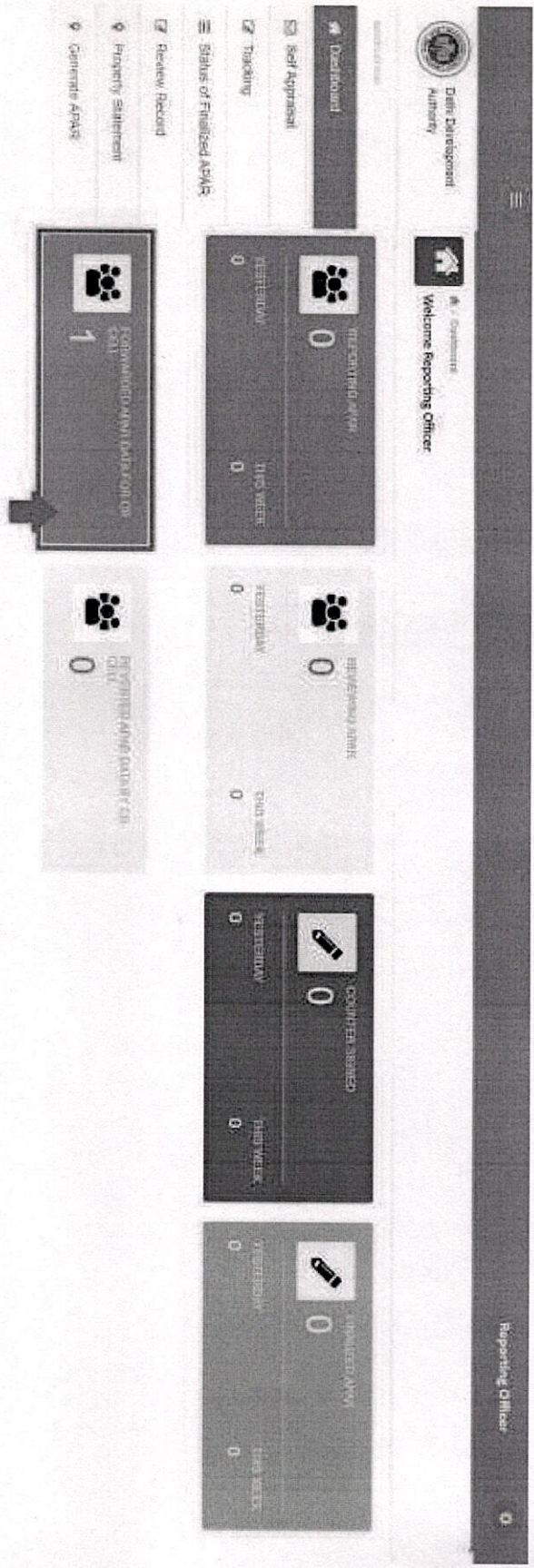
[Sign In](#)

Instructions for Employees

- To access, Use Unique Id as printed in Salary Slip.
- Follow the process to get password :
 - Click on the **New/Reset Password** link
 - Enter the Unique Id as printed in Salary Slip
 - Enter the Email Id or Mobile Number or both registered in PRISM
 - Click on **Forgot** 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 PRISM. Call First
- For any other assistance, Please get in touch with the APAR Helpdesk:
 - Contact no : 011-26222222
 - Check for any registered email Address in APAR
 - Search job orders

Step – 2


Click on “Forwarded APAR Data for CR Cell”



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	

Generated APAR Preview

दिल्ली विकास प्राधिकरण Delhi Development Authority

Generated APAR

Period From	01/04/2023
Employee ID, No	XXXXXX
Current Office Name	Charitable Trust
Apur Forwarded Officer's ID	XXXXXX
APAR Generated Date	24/07/2024
Reporting Authority	Name & Designation Daino Office
Reviewing Authority	Daino (Assistant Director (Matters))

Period To	30/06/2023
Employee Name	Daino
Designation	Senior Secretarial Assistant
Apur Forwarded Officer's Name & Designation	Daino Officer
Period From	01/04/2023
Period To	30/06/2023
Period From	01/04/2023
Period To	30/06/2023

Print Form

- **Steps to submit Self-Appraisal**

Officer/Official needs to follow these steps to submit his/her Self-Appraisal on DDA APPAR Portal.

Step – 1

The Official needs to login in his/her APAR portal.

Delhi Development Authority
Annual Performance Assessment Report (APAR) & Employee Status Information System Management (APAR-MSI)

Instructions for Employees

- To access, Use Unique ID as printed in Salary Slip.
- Follow the process to get password :
- Click on the **Forgot 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 in your Email Id.
- Before Any Data Updation in Your Apur Portal, You Are Requested To Update The Same Data in PMS, Call First.
- For any other assistance, Please get in touch with the APAR Helpdesk.
- Contact us : 011-26688888
- Contact: For any requirement, email: aparc@dda.gov.in
- Search for Password

Already a Member? **Sign in for your account**

Consider the following tips for the year 2016-17:
Click on the **Forgot Password** link.
1. Enter the Unique ID as printed in your Salary Slip.
2. Enter the Email Id or Mobile Number or both registered in PMS.
3. Click on **Reset Button**.

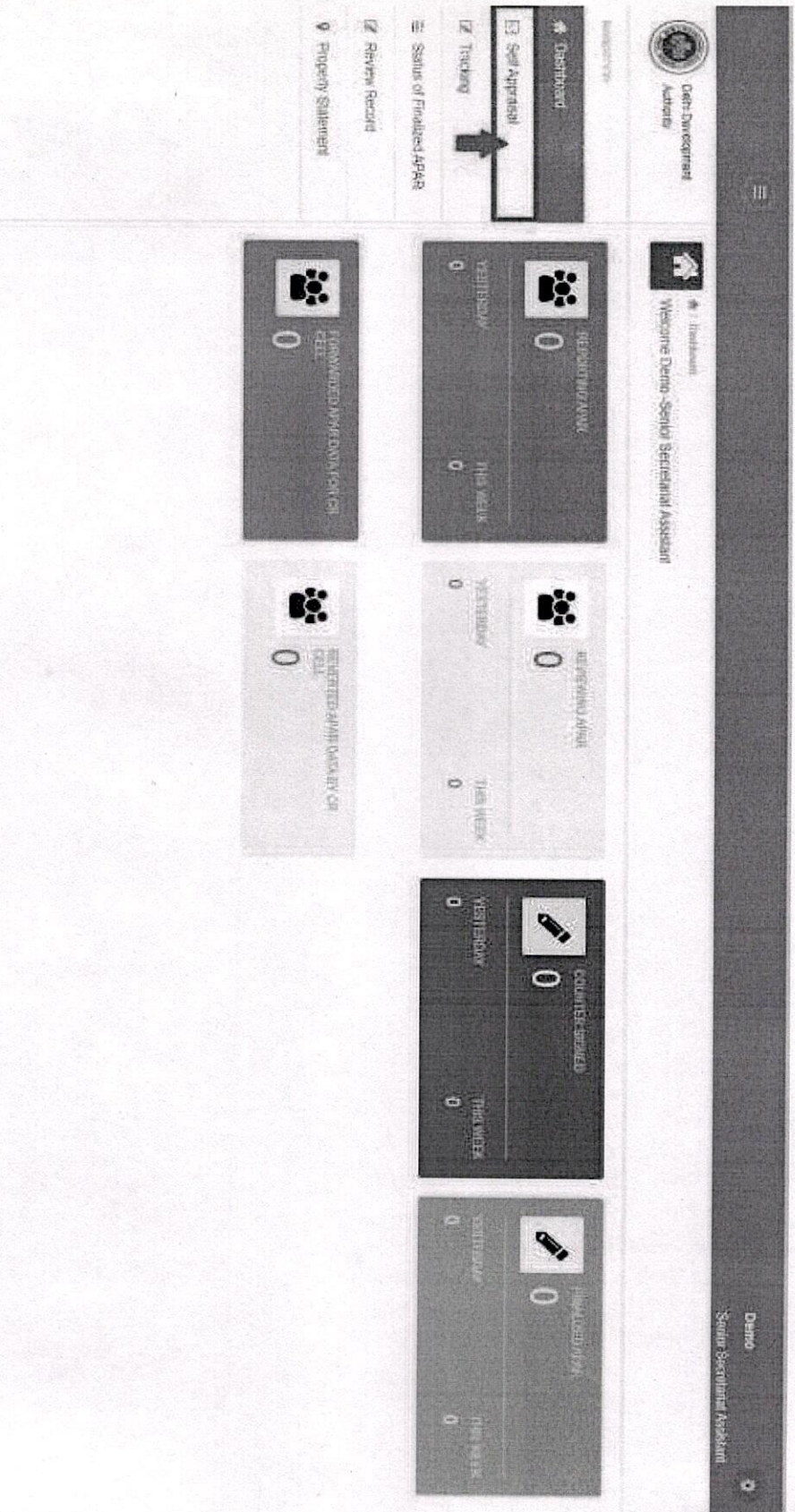
Employee ID: _____
Password: _____

Login

[New / Forgot Password](#)

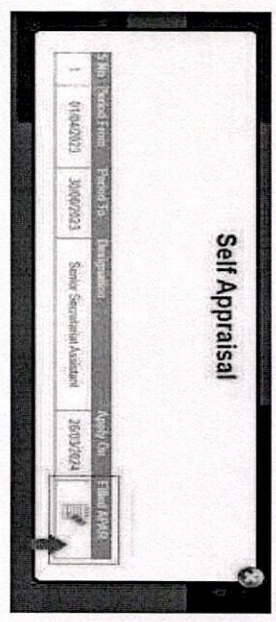
Step – 2

Click on “Self Appraisal”



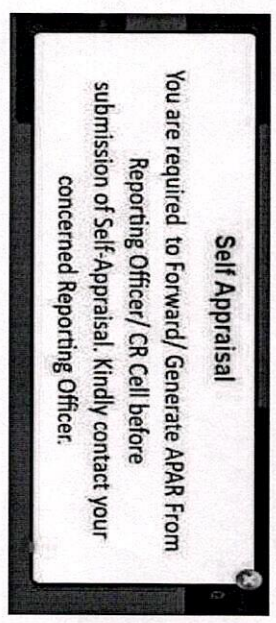
After clicking on self appraisal

If this message appears



The official can file his/her self appraisal by clicking on "Filled APAR".

If this message appears



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 to follow the steps for forwarding of APAR data to CR Cell.