

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

O.O. No. 104

Dated: 24-11-15

OFFICE ORDER

Sub: - Online submission of Annual Performance Assessment Report (APAR).

The Commissioner (P) has informed vide letter No. F.7(92)/2008/PB-I/DDA/104 dated 18.11.2015 that the Annual Performance Assessment Report (APAR) for the assessment year 2015-16 to be filed online w.e.f. 01.04.2016 in respect of Group 'A' & 'B' Officers. For this purpose, Login ID and Password is required to be issued by System Department to all Group 'A' & 'B' Officers. Hence, all Group 'A' & 'B' Officers have to submit the information in the enclosed format (Annexure-I) to Assistant Director (PMIS).

2 FA (H), Directors of Finance Wing and Dy. CAOs are requested to ensure that the information of the individual Group 'A' & 'B' Officers of Finance and Accounts Cadre is sent to the Assistant Director (PMIS) on or before 30.11.2015 under intimation to this office.

3 The Criterion for the Finance Wing can also be forwarded for incorporating in the system.

4 This issues with the approval of CAO.

Encl: As above.


[D.S. Negi] 24.11.15
Sr. Accounts Officer (F&E)

No. FE.7 (15)2015/APAR/ 675

Dated: 24-11-15

Copy to:-

1. PS to Commissioner (P)/CAO for information;
2. Director (Systems) for information;
3. FA(H)/Director (LC)/Finance/Medical & Pension/IA;
4. All Zonal Dy. CAOs;
5. Dy. CAO, HQ-I/Estt./Works/Accounts/Budget/Medical/PensionI;
6. Dy. CAO (Plan)/Dy. FA(H)-I & II/Dy. CAO (SMC);
7. A.O. (Sports);
8. Guard File.


24.11.15
Sr. Accounts Officer (F&E)

Annexure-I

**DELHI DEVELOPMENT AUTHORITY
PERSONNEL MANAGEMENT INFORMATION SYSTEM CELL
PERSONNEL DEPARTMENT.**

1. Name of the officer.
2. Father/Husband name.
3. Date of birth.
4. Current designation.
5. Present place of posting.
6. Present department/branch.
7. Mobile number.
8. Valid email ID.
9. Unique ID No.(as printed in the pay slip)
10. Aadhar number.

Signature of the officer

Signature of the Controlling Officer