



दिल्ली विकास प्राधिकरण
कार्मिक शाखा - 4
तृतीय तल, ब्लॉक - बी, विकास सदन, नई दिल्ली

No.: 1024

Date: 31/08/2022

CIRCULAR - 57 - 2022

Sub: **Guidelines filling up of Work Performance Reports of Group 'C' employees (erstwhile Group 'D') – reg.**

It has been observed that the officers are not filling up WPRs of Group 'C' employees (erstwhile group 'D' employees). The Work Performance Report in respect of Group 'C' employees (erstwhile Group 'D') is an important document for processing their promotion/ACP/MACP cases. There are multiple instances where there is a gap of two to three years between the assessment year and the year in which the controlling officer has actually filled the WPR. In some cases, WPRs are filled up together for more than two years.

2. It has also been observed that while filling WPR, many controlling officers don't follow the exact grading pattern prescribed by the DoPT. An official should be assigned grading from among the following benchmarks only:-

- a. Outstanding
- b. Very Good
- c. Good
- d. Average
- e. Below Average

3. All officers are requested to fill the WPR for F.Y. 2021-22 along with the pending WPRs of previous years, if any, in the enclosed pro forma and forward the same to the Personnel Branch – IV within 15 days of issue of this circular.

Encl : as above.

(एस. पी. अग्रवाल)
निदेशक (कार्मिक)-2

All the HODs, DDA

Copy to:-

1. PS to Commr.(Pers.).
2. PS to Director (P)-I.
3. Dy. Director (System), with the request to upload this circular on DDA's website under Employees' Corner.
4. Asstt. Director (PMIS), with the request to get this circular uploaded on DDA's website in Personnel Department's Section.



DELHI DEVELOPMENT AUTHORITY
ANNUAL WORK PERFORMANCE REPORT FOR THE YEAR 2021-22
{For the erstwhile Group-D employees}

Period _____ to _____

PERSONAL DATA

EMPLOYEE UID NO. _____

- | | |
|--|---|
| 1. Name | : |
| 2. Father's Name | : |
| 3. Designation | : |
| 4. Date of Birth | : |
| 5. Phone No./Mobile No. | : |
| 6. Residential Address | : |
| 7. Educational Qualification | : |
| 8. Married or Single | : |
| 9. Date of continuous Appointment
in the present grade in DDA viz. | : |
| 10. Whether permanent, quasi
permanent or temporary | : |
| 11. Section in which served during
the year under report and period
of service each. | : |
| 12. Period of absence from duty,
on leave during the year | : |
| 13. Status of Health | : |
| 14. Amenability of discipline | : |
| 15. Punctuality of Attendance | : |
| 16. Relations with fellow employees/
public relations. | : |
| 17. Integrity. | : |

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

19. Overall performance :
(i to v)

Grading:-

- (i) Outstanding
- (ii) Very Good
- (iii) Good
- (iv) Average
- (v) Below average

Signature of Officer/Controlling Officer

Name in Block letters _____

Date :-

Designation _____