



दिल्ली विकास प्राधिकरण
Delhi Development Authority
गोपनीय शाखा

Confidential Branch

कमरा न०. 710, बी - ब्लॉक, सप्तम तल, विकास सदन, आई. एन. ए., नई दिल्ली - 23
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PERS/CR/0020/2024/F1/-O/e DY DIRECTOR(CR)/ 272

Dated:- 24/3/25

CIRCULAR

Sub: Regarding filling of Annual Performance Assessment Report (APAR) in Online Mode for the Year 2024-25.

- The process of filling/generation of APARs in Online Mode for all the Officers/Officials of DDA will become due **w.e.f. 01.04.2025** for the APAR period **2024-25**. Accordingly, 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/Officer Reported upon.
- It will be the responsibility of the Reporting Officers to forward the accurate APAR data of employees worked/working under them during the period **2024-25** to the CR Cell on the DDA APAR Portal by **15th April 2025** for generation of their APARs by CR Cell.
 - All Officers/Officials of **Group 'A', 'B' & 'C'** (excluding Erstwhile Group 'D' employees) are also required to take up the matter of forwarding their accurate APAR data for the period **2024-25** from their Concerned Reporting Officers to the CR Cell by **15th April 2025** for generation of their APARs by CR Cell.
 - CR Cell after obtaining the APAR data from Reporting Officers will generate their APAR and forward the same to the Officers Reported Upon. The Officers Reported Upon are then required to duly fill their Self-Appraisal and forward the same to their Reporting officer for assessment.
 - In case, the Reporting officer is not in a position to forward the details of the officer reported upon due to transfer, repatriation etc, the officer reported upon may forward their data directly to **CR Cell via letter/E-mail** for Generation of their APAR.
 - The Self-Appraisal by the Officer Reported Upon is to be submitted by **31st May 2025** to the concerned Reporting officer. The Reporting officer to report the APAR by **31st July 2025**, Reviewing officer to Review the APAR by **30th September 2025** and the Accepting/Countersigning officer to Accept/Countersign the said APAR by **31st December 2025 (Timeline Enclosed as Annexure I)**.
 - After Generation of APAR, if the Officer Reported Upon fails to submit the Self-Appraisal by **31st May 2025**, the same will be Auto-forwarded blank to the Reporting officers. Accordingly, if the Reporting/Reviewing/Accepting officers fails to Report/Review/Accept the APARs of the officers reported upon by the respective due dates as mentioned above, the same will be Auto-forwarded to the next stage without any Entries/Grading.
 - All **Group 'A', 'B' & 'C'** Officers/Officials are directed to strictly adhere to the procedure and time schedule prescribed above at all stages of completion of APAR failing which necessary action as per rule will be taken.
 - Also, all the Officers/Officials who are on deputation in DDA from other departments are required to fill their APAR in the format as prescribed by their Parent Department only. The Officers on deputation to DDA who have been filling their APAR in **SPARROW** in the **PARICHAY** Portal may continue to do so and if needed, can co-ordinate with CR Cell, DDA reg. Generation of their APARs.

[Handwritten Signature]
24/3/25

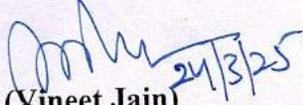
10. The Officers/Officials will be able to File/Forward APAR by logging onto the APAR & PRISM portal using their Unique ID and Password assessing the link <https://apar.dda.org.in/>. The User Manual for Forwarding the APAR data by the Reporting Officer and further submission of Self-appraisal by the Officer Reported Upon is also enclosed as (Annexure II) with this Circular.

11. All officers/officials are required to check their details on the APAR Portal and update, if required, before forwarding their APARs for Generation. Further, those officials, who will be filling 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.

12. 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. Forwarding of APAR/Generation of APAR/Writing Self-Appraisal to the next level shall hinder 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.

13. In case, any Officer/Official faces any difficulty in filling/forwarding the APAR, he/she is advised to contact CR Cell, 7th floor, B-Block, Vikas Sadan, INA, New Delhi-110023, within timeline, for resolving of their grievance.

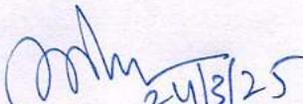
Encl:- Annexure I & II (Also Uploaded on DDA website & APAR Portal).


(Vineet Jain)
Commissioner (Pers.)
o/c

All HODs, DDA

Copy to:-

1. OSD to Vice Chairman, DDA for information please.
2. PS to F.M./E.M. DDA for information please.
3. PS to CVO, DDA for information please.
4. PS to Pr. Commissioner (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(System)DDA for information please.
5. DD (PMIS) for uploading the circular on DDA's website under the circular tab and the APAR tab for information please.
6. DD (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
7. Notice Board


(Vineet Jain)
Commissioner (Pers.)
o/c

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, 2025
Submission of Self-appraisal to Reporting Officer by officer to be reported upon	31 st May 2025
Forwarding of APAR by Reporting Officer to Reviewing Officer/CR Cell	31st July 2025
Forwarding of APAR by Reviewing Officer to Accepting Authority/ CR Cell	30 th September 2025
Forwarding of APAR by Accepting Authority to CR Cell	31 st December 2025
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

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 on DDA
APAR PORTAL

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

Step – 1

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



The screenshot shows the login interface for the Delhi Development Authority's APAR portal. The header includes the authority's name and the system's purpose: Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM). The main content area is divided into a login section on the left and an instructions section on the right.

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

Already a Member?
Sign in to your account

Navigation links:
Circular for Filing of IPR for the year 2023 
Circular for Filing of Representation 
Circular for Filing of APAR for the year 2022-23 

Input fields:
User ID
Password

Buttons:
Sign In
New / Forget password

Instructions for Employees

- To access, Use Unique Id as printed in Salary Slip.
- Follow the process to get password :
- Click on the New/Forget 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 to your Email Id.
- Before Any Data Updation in Your Apar Portal, You Are Requested To Update The Same Data in PMIS-Cell First
- For any other assistance, Please get in touch with the APAR Helpdesk:
- Contact us : +91-24601133
- Check! are you registered with APAR or Not ?
- Search IPR status

Step – 2

Click on “Generate APAR”

The screenshot shows the user interface for a Reporting Officer. The top navigation bar is blue and contains a menu icon, the user's name 'Reporting Officer', and a notification bell icon. Below this, the dashboard header includes the Delhi Development Authority logo and a 'Welcome Reporting Officer' message. The main content area features several data cards for APAR status: 'REPORTING APAR', 'REVIEWING APAR', 'COUNTER SIGNED', 'FINALIZED APAR', 'FORWARDED APAR DATA FOR CR CELL', and 'REVERTED APAR DATA BY CR CELL'. Each card displays counts for 'YESTERDAY' and 'THIS WEEK', all of which are currently zero. On the left, a vertical sidebar lists navigation options: 'Dashboard', 'Self Appraisal', 'Tracking', 'Status of Finalized APAR', 'Review Record', 'Property Statement', and 'Generate APAR'. The 'Generate APAR' option is highlighted with a red rectangular box, and a red arrow points upwards from below the box towards the text.

Step – 3

Enter Employee Unique ID of Officer/Official Reported Upon

Reporting Officer

NAVIGATION

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

Enter Employee Unique ID to search specific data

employee uni id

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
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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 Secretariat Assistant	Confidential Branch	Forward/Generate APAR

Step – 5

Reporting Officer needs to fill APAR time period, Name, Designation and respective time period of Reporting Authority, Reviewing Authority and Accepting Authority (wherever applicable) and click on Generate APAR

Common Format For
एन.डी.सी./यू.डी.सी./यू.डी.सी.एन.एन.डी.सी.
की वार्षिक कार्य निष्पत्ती रिपोर्ट
I.D.C.(Dr./S.S.A.) / U.D.C.(Dr./S.S.A.)
Annual Performance Assessment Report

जारी
Period From *

काल
Period To *

APAR time period

कार्यवाही का नाम
Current Office Name

कार्यवाही का शाखा
Current Branch

1. अधिकारी का नाम
Name of Officer *

2. पदनाम
Designation *

Senior Secretariat Assistant

जारी और काल
Name & Designation

जारी
Period From

काल
Period To

जारी और काल
Reporting Authority Time period

जारी और काल
Reviewing Authority Time Period

जारी और काल
Name & Designation

जारी
Period From

काल
Period To

जारी और काल
Name & Designation

जारी
Period From

काल
Period To

दिनांक
Date

22/02/2024

जारी और काल
Name in Book letters

पदनाम
Designation

DEVO OFFICER

Senior Secretariat Assistant

Generate APAR

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

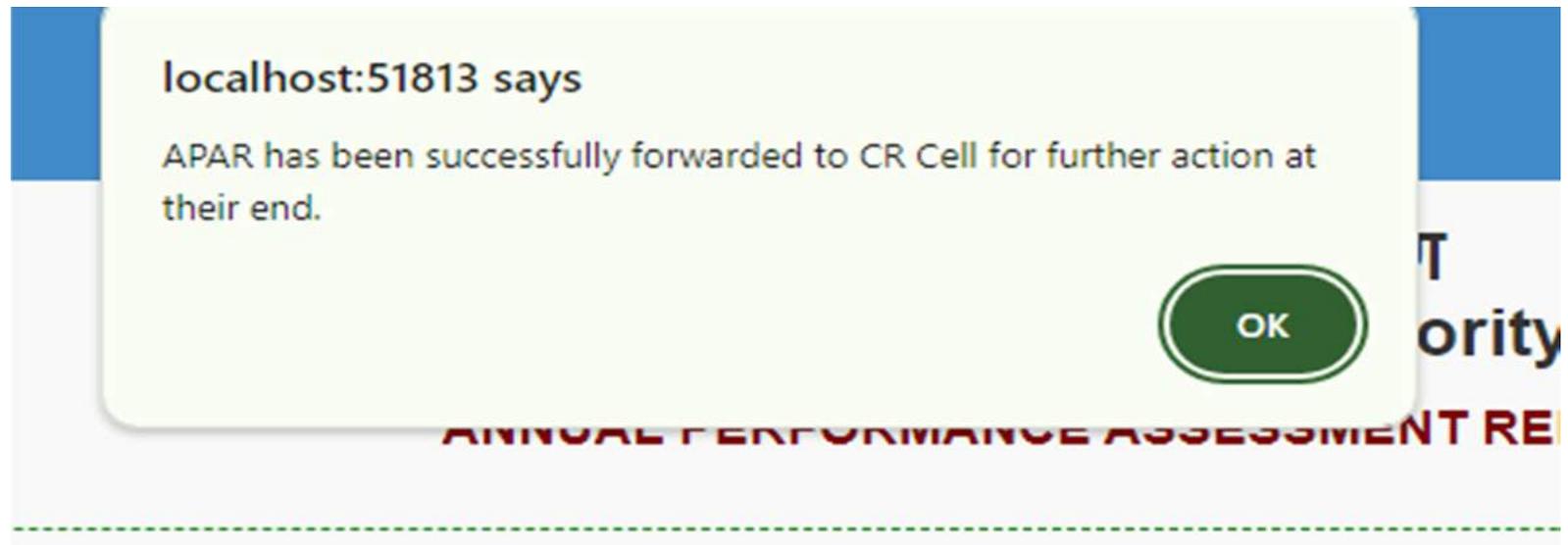
Step – 6

Confirm the Generation of APAR



Step – 7

Click on “Ok” on the reflected message “APAR has been successfully forwarded to CR Cell for further action at their end.”

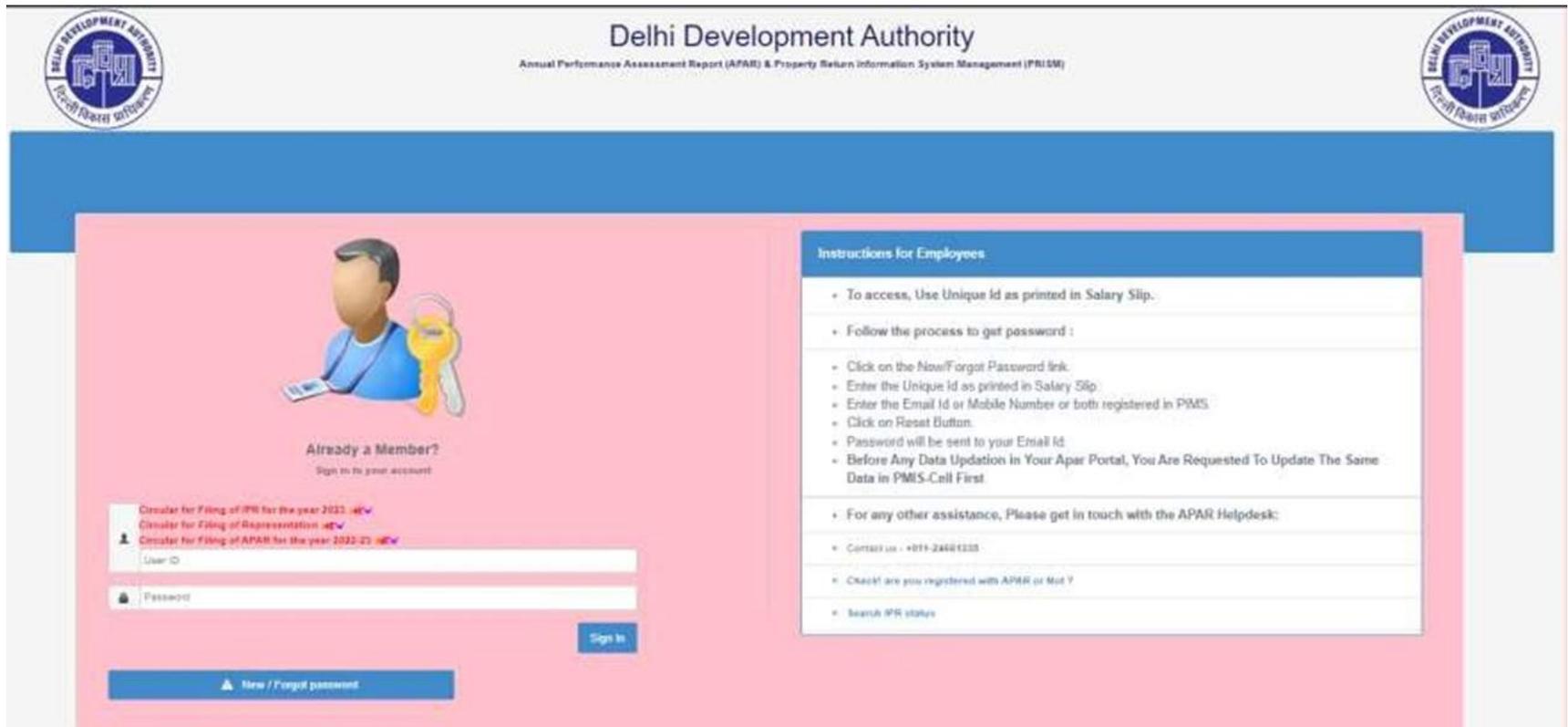


Steps to trace Generated/Forwarded APAR

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 on his/her APAR portal.



The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the header includes the Delhi Development Authority logo on the left and right, and the text "Delhi Development Authority" in the center, with "Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)" below it. The main content area has a light pink background. On the left, there is a login form with a "Sign in to your account" section featuring an illustration of a person with a key. Below this, there are three circular links for "Circular for Filing of IPR for the year 2023", "Circular for Filing of Representation", and "Circular for Filing of APAR for the year 2022-23". The form includes fields for "User ID" and "Password", a "Sign In" button, and a "New / Forget password" link. On the right, a blue-bordered box titled "Instructions for Employees" contains a list of steps: using the Unique ID from the salary slip, following the password reset process (clicking "Now/Forget Password", entering Unique ID, Email ID or Mobile Number, and clicking "Reset Button"), and noting that the password will be sent to the user's email. It also provides contact information for the APAR Helpdesk (+91-24601333) and a "Search IPR status" link.

Step – 2

Click on “Forwarded APAR Data for CR Cell”

The screenshot displays the dashboard for a Reporting Officer at the Delta Development Authority. The dashboard includes a navigation menu on the left and several data cards. The highlighted card, 'FORWARDED APAR DATA FOR CR CELL', shows a count of 1. Other cards include 'REPORTING APAR' (0), 'REVIEWED APAR' (0), 'COUNTER SIGNED' (0), 'FINISHED APAR' (0), and 'REVERTED APAR DATA BY CR CELL' (0). Each card also shows data for 'YESTERDAY' and 'THIS WEEK'.

Category	Count	Yesterday	This Week
REPORTING APAR	0	0	0
REVIEWED APAR	0	0	0
COUNTER SIGNED	0	0	0
FINISHED APAR	0	0	0
FORWARDED APAR DATA FOR CR CELL	1		
REVERTED APAR DATA BY CR CELL	0		

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	Preview

Generated APAR Preview

दिल्ली विकास प्राधिकरण Delhi Development Authority			
Generated APAR			
Period From	01/04/2023	Period To	30/06/2023
Employee ID. No.	XXXXXXXX	Employee Name	Demo
Current Office Name	Confidential Branch	Designation	Senior Secretariat Assistant
Apur Forwarded Officer's ID :	XXXXXXXX	Apur Forwarded Officer's Name & Designation	Demo Officer
APAR Generate Date :	26/03/2024		
Reporting Authority	Name & Designation Demo Officer	Period From	Period To
		01/04/2023	30/06/2023
Reviewing Authority	Demo - (Assistant Director (Ministerial))	01/04/2023	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 APAR Portal.

Step – 1

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



The screenshot shows the login interface for the Delhi Development Authority's APAR portal. At the top, the header includes the Delhi Development Authority logo on both sides and the text "Delhi Development Authority" and "Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)".

The main content area is divided into two sections:

- Left Section (Login Form):**
 - Features an illustration of a person with a key.
 - Text: "Already a Member? Sign in to your account".
 - Links for "Circular for Filing of IPR for the year 2022" and "Circular for Filing of APAR for the year 2022-23".
 - Input fields for "User ID" and "Password".
 - A "Sign In" button.
 - A "New / Forgot password" link.
- Right Section (Instructions for Employees):**
 - Header: "Instructions for Employees".
 - List of instructions:
 - To access, Use Unique Id as printed in Salary Slip.
 - Follow the process to get password:
 - Click on the New/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 to your Email Id.
 - Before Any Data Updation in Your Apar 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 us - +91-24601233.
 - Check! are you registered with APAR or Not?
 - Search IPR status.

Step – 2

Click on “Self Appraisal”

The screenshot shows a web dashboard for the Delhi Development Authority. The user is logged in as 'Demo', a Senior Secretariat Assistant. The dashboard displays several key performance indicators (KPIs) for APAR (Annual Performance Appraisal Report) data. The 'Self Appraisal' menu item in the left sidebar is highlighted with a red box and a red arrow. The KPIs are as follows:

Category	Yesterday	This Week
REPORTING APAR	0	0
REVIEWING APAR	0	0
COUNTER-SIGNED	0	0
FINALIZED APAR	0	0
FORWARDED APAR DATA FOR CR CELL	0	0
REVERTED APAR DATA BY CR CELL	0	0

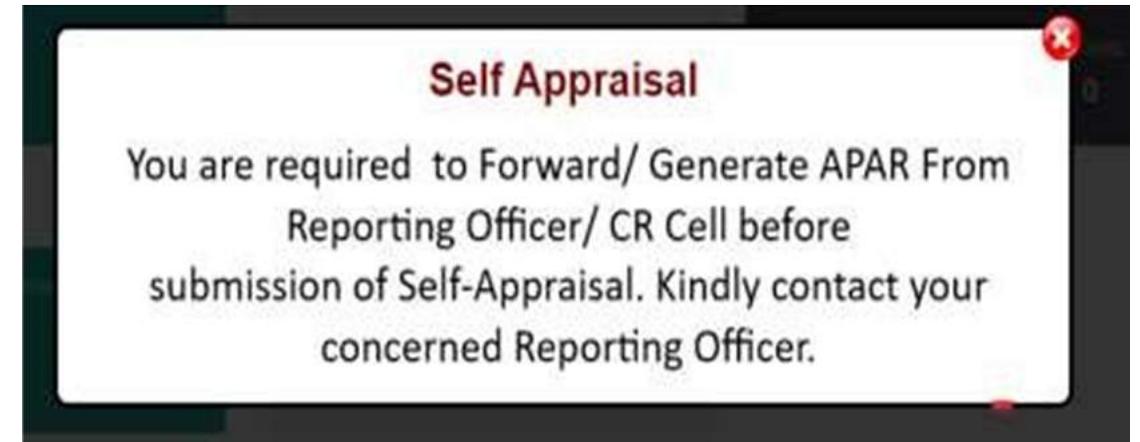
After clicking on Self appraisal

If this message appears



The official can submit 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 for forwarding his APAR data to CR Cell, steps mentioned above.