ANNUAL PERFORMANCE ASSESSMENT REPORT

For Employee

Default Page

Designed & Developed By:
Star Logics Solutions
If Employees don’t have the password then:-

Click on New / Forget Password to get the password

- Enter User id
- Enter Email Id
- Enter Mobile No
- Enter Captcha Code
- Reset :- A password will be sent on your registered Email ID and Mobile No. and page redirect on Login Page.

Now, After Get the Password, Enter User Id and Password then Sign In
If user know the password then :-

- Enter User Id
- Enter Password
- Submit
- After Sign In, A OTP Popup will be open:- Sent OTP on your registered Email ID & Enter OTP
- Click on Login :- Page Redirect on Home Page
Home Page

On Header, Show Employee Name & Designation on Right hand side

On Right hand side, Open drop down menu:
- Employee Details
- Change Password
- Logout

Drop Down Menu

Click on Employee Details Link and page redirect on Employee Details Page.
Employee Details Page

See all the personal details of the Employee Like as:

- Employee ID
- Name
- Date of Birth
- Father Name
- Marital Status
- Current Office
- App. Date
- Date of Retirement
- Current Designation
- Phone No
- Email Id
- Home Address
**Change Password**

Click on Change Password and Open Link Popup

Now, For Change the current password please follow the procedure :-

- Enter Current Password
- Enter New Password
- Enter Captcha
- After that, Click on Change Password and Your password have been changed and A new password will sent on your registered email id.

**Logout**

- For Logout your application please click on Logout Link.
- Page redirect on Login Page
Menu

Dashboard Menu

Click on Dashboard Link, Page redirect on Home Page and show all these Link on content page:-

- Reporting APAR Popup
- Reviewing APAR Popup
- Accepting APAR Popup
- Finalized APAR Popup
Self Appraisal Menu

Click on Self Appraisal Link, Page redirect on Self Appraisal Page and show the Appraisal Form

Self Appraisal Form

After Click the given link, Show Appraisal Form

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Delhi Development Authority
ANNUAL PERFORMANCE ASSESSMENT REPORT

Director Planning (Landscape) / Joint Deputy Director Planning (Landscape)
Sr. Research Officer / Assistant Director Planning (Landscape) Research Officer

Period From: 01/01/2015
Period To: 31/12/2015
Employee’s ID No: 12345
Current Office Name: Area Planning I

PART I: PERSONAL DATA

1. Name of Officer: Demo xxx yyyy
2. Father’s Name: n/a
3. Designation: Sr. Research Officer
4. Date of Birth: 09/02/1995
5. (a) Educational Qualification:
   Educational Qualification
5. (b) Technical Qualification:
   Technical Qualification
6. Married or Single: Married
7. Date of continuous appointment to present grade: 2001-01-01
8. Various posts held during the year and dates of appointment (attach)
9. Period of absence from duty (on leave training etc) during the year (if any undergone training, specify period, programme and subject):

   Types of Leave
   No. of Leave
   EL
   0
   Training
   0
   Study Leave
   0
   Medical
   0
   Others
   0

Note

10. Please state whether the Annual Return of immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If so, the date of filing the return should be given:

   Yes
   No
   26/01/2015

11. Have you written the APAR of all officers in respect of whom you are the Reporting Authority?
First, Employee Fill the Appraisal Form

- If Not fill the complete form, Please click on Save Draft. So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report to your senior person, Please click on Save & forward.
- After click on Save & forward, Generate the captcha.
- Enter captcha code and click to Save & Forward APAR, After that your appraisal report will be forward to your Reporting Officer.
After login the application, in Home page, show the Appraisal Report counter on Reporting APAR.

- Now, Open Reporting APAR Link.
- Open Reporting APAR Popup.

**APAR Reporting Popup**

- In Popup Window, Show all the pending Employees for Reporting
- Now, Click on the given link.
# Reporting Form

After click the given link, show reporting form

## Delhi Development Authority
**ANNUAL PERFORMANCE ASSESSMENT REPORT**

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### Common Format Four
- **Director (Planning / Landscape) / Joint Deputy Director (Planning / Landscape)**
- **SR, Research Officer / Assistant Director (Planning / Landscape) Research Officer**

<table>
<thead>
<tr>
<th>Period From</th>
<th>Period To</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/10/2016</td>
<td>31/12/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee's I.D. No.</th>
<th>Office Name</th>
<th>Area Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PART 4: PERSONAL DATA

### PART 5: SELF APPRAISAL

### PART 6: COMMENTS OF THE REPORTING OFFICER

A. On self appraisal written by officers and his own remarks about quality of work in the office

B. Assessment by Reporting Officer (Please put a tick mark in appropriate box)

#### Technical

1. Competency in Town Planning theory and application

2. Competency in visualising planning problems and schema in relation to socio-economic and physical synthesis factors and ability to implement

3. Competency in co-coordinating with inputs like urban design, transport, utilities, etc.

4. Ability for research and application of new techniques and innovation

5. Knowledge of planning legislation, master plan, land user, urban controls and all building codes

6. Capability of report writing and presentation in meetings

7. Power and competence of analysis, design programming and their effective implementation and control

8. Comprehensive and awareness of future

9. Ability to ensure co-ordination and proper implementation of schemas / Projects through the site inspection
In Reporting Form, Show the preview of the appraisal form.

- First, Employee Fill the Reporting Form
- If Not fill the complete form, Please click on Save Draft. So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report, Please click on Save & forward.
- After click on Save & forward, Generate the captcha.
- Enter captcha code and click to Save & Forward APAR, After that appraisal report will be forward to Reviewing Officer.
After Reporting, Reviewing Officer, login the application

After that, Reviewing Officer will login the application and In Home page, show the Appraisal Report counter on Reviewing APAR.

Now, Open Reviewing APAR Link.

Open Reviewing APAR Popup.

APAR Reviewing Popup

In Popup, Show all the pending Employees for Reviewing

Now, Click on the given link.
Reviewing Form

After Click the given link, Show Reviewing Form

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I: Personal Data</td>
<td></td>
</tr>
<tr>
<td>Part II: Self Appraisal</td>
<td></td>
</tr>
<tr>
<td>Part III: Comments of the Reporting Officer</td>
<td></td>
</tr>
<tr>
<td>Part IV: Report by Reviewing Officer</td>
<td></td>
</tr>
</tbody>
</table>

General remarks in the light of the assessment of the Reporting Officer indicating whether Reviewing Officer agrees with the report of the Reporting Officer.

- **Yes**
- **No**

In case of difference of opinion details and reasons for the same may be given.

1. Management
   - **1**
   - **2**
   - **3**
   - **4**
   - **5**

2. Technical Competence
   - **1**
   - **2**
   - **3**
   - **4**
   - **5**

3. Overall Performance (rating)
   - **1**
   - **2**
   - **3**
   - **4**
   - **5**

4. General Assessment
   - **1**
   - **2**
   - **3**
   - **4**
   - **5**

Pen picture by the reviewing officer, please comment on about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weather sections.

Additional report by Reviewing Officers

a) Do you have personal knowledge of the officer’s work/performace

b) Summary of critical assessment

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/2016</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Name is Block letters: BINDU GALCAT

Designation: Assistant Director (Architect)
After Reviewing, Accepting Officer, login the application

- In Reviewing Form, Show the preview of the appraisal form and Reporting Form.
- First, Employee Fill the Reviewing Form
- If Not fill the complete form, Please click on Save Draft. So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report, Please click on Save & forward.
- After click on Save & forward, Generate the captcha.
- Enter captcha code and click to Save & Forward APAR, After that appraisal report will be forward to Accepting Officer.

After Reviewing, Accepting Officer, login the application

- After that, Accepting Officer will login the application and In Home page, show the Appraisal Report counter on Accepting APAR.
- Now, Open Accepting APAR Link.
- Open Accepting APAR Popup.
APAR Accepting Popup

- In Popup, Show all the pending Employees for Accepting
- Now, Click on the given link.
Accepting Form

After Click the given link, Show Accepting Form

- In Accepting Form, Show the preview of the appraisal form, Reporting Form and Reviewing Form.
- First, Employee Fill the Accepting Form
- If Not fill the complete form, Please click on Save Draft. So you can further fill the complete form.
- If Fill the complete form and forward to appraisal report, Please click on Save & forward.
- After click on Save & forward, Generate the captcha.
- Enter captcha code and click to Save & Forward APAR, After that appraisal report will be Accepted.
Accepting Officer, Show the final report

- After Accepting, in Home page, show the Final Report counter on Finalize APAR.
- Now, Open Finalize APAR Link.
- Open Finalize APAR Popup.

APAR Accepted Popup

- In Popup, Show all the Employees for Accepted
- Now, Click on the given link.
### Delhi Development Authority
**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**Common Format Four**
Director(Planning / Landscape) / Joint Deputy Director(Planning/Landscape) / Sr. Research Officer / Assistant Director(Planning/Landscape) / Research Officer

<table>
<thead>
<tr>
<th>Period From</th>
<th>01/10/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period To</td>
<td>31/12/2016</td>
</tr>
<tr>
<td>Employee's I.D. No.</td>
<td>12345</td>
</tr>
<tr>
<td>Office Name</td>
<td>Assistant Planning I</td>
</tr>
</tbody>
</table>

### PART-I: PERSONAL DATA

<table>
<thead>
<tr>
<th>1. Name of Officer</th>
<th>Demo xxx yyy</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Father's Name</td>
<td>syt</td>
</tr>
<tr>
<td>3. Designation</td>
<td>Sr. Research Officer</td>
</tr>
<tr>
<td>4. Date of Birth</td>
<td>09/02/1966</td>
</tr>
<tr>
<td>5. a. Educational Qualification</td>
<td></td>
</tr>
<tr>
<td>b. Technical Qualification</td>
<td></td>
</tr>
<tr>
<td>6. Married or Single</td>
<td>Married</td>
</tr>
<tr>
<td>7. Date of continuous appointment to present grade</td>
<td>09/10/2015</td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
</tbody>
</table>

| 8. Various posts held during the year and dates of appointment thereof: |
|-----------------|-------|
| Design          | 09/01/2015 |
| Grade |  |

<table>
<thead>
<tr>
<th>5. Period of absence from duty (on leave training etc.) during the year (If has undergone training, specify period, programme and subject):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Leave</td>
</tr>
<tr>
<td>EL</td>
</tr>
<tr>
<td>Training</td>
</tr>
<tr>
<td>Study Leave</td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>Others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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

| 10/09/2015 |

11. Have you written the APAR of all Officers in respect of whom you are the Reporting Authority?:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>
PART III: SELF APPRAISAL

Indicate salient features of your work during the year and extent of your contribution in the accomplishment of important tasks. Highlight nature and quantum of work handled, with respect to Housing, Commercial and other design Projects. The self appraisal should be filled within the space earmarked in the proforma. No additional sheet to be attached.

1. Continued work preceding year of report (Please indicate details)

2. Work disposed of/scheme finalized during the period under report (Please specify the detail of work done and results achieved)

3. New work assigned during the year

4. Incomplete work at the end of the Reporting period which is to be continued in next year (Please give the reason for the incomplete)

5. Reporting/Reviewing/Accepting Authority

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Name &amp; Designation</th>
<th>Period From</th>
<th>Period To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUDHIR KUMAR KAIN</td>
<td>01/12/2015</td>
<td>01/12/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewing Authority</th>
<th>Name &amp; Designation</th>
<th>Period From</th>
<th>Period To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BINDU GALGAT</td>
<td>01/12/2015</td>
<td>04/12/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accepting Authority</th>
<th>Name &amp; Designation</th>
<th>Period From</th>
<th>Period To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OM PRAKASH MEENA</td>
<td>01/12/2015</td>
<td>04/12/2015</td>
</tr>
</tbody>
</table>

Dated: 12/01/2016

Signature:

Name in Block letters: DEMO XXX YYYY

Designation: Sr. Research Officer
### PART II: COMMENTS OF THE REPORTING OFFICER

A. On self appraisal written by officers and his/her remarks about quality of work in the office

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Assessment by Reporting Officer (Please put a tick mark in appropriate box)

**Technical**

1. Competency in Town Planning theory and application: 
   - 1
2. Competency in visualizing planning problems and schemes in relation to socio-economic and physical synthesis factors and ability to implement: 
   - 2
3. Competency in co-coordinating with inputs like urban design, transport, utilities, etc: 
   - 3
4. Ability for research and application of new techniques and innovation: 
   - 4
5. Knowledge of planning legislation, master plan, land use, urban controls and all building codes: 
   - 5
6. Capability of report writing and presentation in meetings: 
   - 6
7. Power and competence of analysis, design programming and their effective implementation and control: 
   - 7
8. Comprehensive and awareness of future: 
   - 8
9. Ability to ensure co-ordination and proper implementation of schemes / Projects through the site inspection: 
   - 9

**Administrative**

1. Capacity of expressive communication and presentation: 
   - 1
2. Management of the office personnel and promptness in taking decisions: 
   - 2
3. Capacity to co-ordinate, the work through team work, leadership and guidance: 
   - 3
4. Throughness, depth and capacity to impress: 
   - 4
5. Efficiency and promptness in organizing Departmental / Inter-departmental meetings, interaction with outside agencies, research work seminars and discussion: 
   - 5
6. Relationship with colleagues and subordinates: 
   - 6

Pen picture by the reporting officer, please comment (in about 100 words on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General**

1. Integrity: 
   - 1
2. Discipline: 
   - 2
3. Personality: 
   - 3
4. Overall performance (Grading): 
   - 4

---

**Dated:** 13/01/2016

**Signature of Reporting Officer:**

**Name in Block letters:** SIBIRI KUMAR KAIN

**Designation:** DEPUTY DIRECTOR (PUC)
In Preview Form, Show all the preview of all forms i.e. Preview of Appraisal Form, Reporting Form, Reviewing Form and Accepting Form.

If Employee wants to take a print out of these form. Please Click to Print Form
Tracking Menu

- If Employee wants to see the status of the appraisal report. Please Click on Tracking Link.
- Page Redirect on APAR Tracking

Tracking Page

- In Tracking Page, All status will be show of appraisal report
- If Employee wants to show the preview of all the report by fill the Reporting, Reviewing and Accepting Officer. Please click on the Preview Link
- If Employee wants to see the status according to period wise. Please follow the procedure:
  - Please Enter Period From and To
  - Now, Click on Find
  - After Click on find, show all the status of your appraisal report between period from and to
- In above tracking snapshot, Show the status of appraisal report is Reviewing. It means appraisal report will pending to Reviewing Officer.
- In below tracking snapshot, Show the status of appraisal report is Accepted. It means your appraisal report have been accepted.
Status of Finalized APAR Menu

- If Employee wants to see final accepted report. Please Click on Status of Finalized APAR Link.
- Page Redirect on APAR Report

Status of Finalized APAR Page

- All final report will be show
- If Employee wants to see the preview of all the report by fill the Reporting, Reviewing and Accepting Officer. Please click on the Preview Link
- If Employee wants to see report according to period wise. Please follow the procedure:
  - Please Enter Period From and To
  - Now, Click on Find
  - After Click on find, show all the report between period from and to
Property Statement Menu

- If Employee have a property please click to Property Statement Link.
- After click, Page Redirect on Property Statement Home Page

Property Statement Home Page

After open the Property Statement Home Page, Show two menu:

- File new property return
- View Property Statement

  ➢ If employee wants to add a property Please click on File new property page.
After open the File new Property Return Page,

- Fill all the property details
- After fill the property, click on save

  ➢ If Employee wants to see the fill property details Please click on View Property Statement.
View Property Statement Page

- In View Property Statement Page, Employee see all the property details by year wise.
- If user wants to take a print out. Please click on print form
Lokpal Assests & Liabilities

- If Employee have an Assets & Liabilities please click to Lokpal Assests & Liabilities
- After click, Page Redirect on Assets & Liabilities Home Page

Lokpal Assets & Liabilities Home Page

Delhi Development Authority

Declaration of Assets and Liabilities by Public Servants

Under Section 44 of the Lokpal and Lokayuktas Act, 2013
(Reference: DoPT OM Number 407/12/2014-AVD-IV-B dated 18.03.2015)
Fill the forms, take print out, and submit to the controlling authority. It is not mandatory to file the return online.

Data once saved cannot be edited subsequently. Please ensure correctness of data before saving.

Select Date of Return

01-Aug-2014

Submit

Please select the Date of Return and click on Submit
After submit page redirect on Declaration
Declaration

Return of assets and liabilities on first appointment or as on the 01st August, 2014

(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the public servant in full
   (in block letters)

2. (a) Present position held
    (Designation, name and address of organisation)

   (b) Service to which belongs (if applicable)

Declarations:
I hereby declare that the return incidod namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, irrespective of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date: 14/08/2014

Signature: ..................

* In case of first appointment please indicate date of appointment ____________________________

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

   (Section 44(2)). A public servant shall, within a period of thirty days from the date on which he makes and subscribes the return, furnish to the competent authority the information relating to:

   (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
   (b) the liabilities and that of his spouse and his dependent children

Note 2. If a public servant is a member of Hindu Undivided Family with co-paronymous rights in the properties of the family either as a Karta or as a member, he should indicate in the return in Form No III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. “dependent children” means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation under Section 44(3) of Lokpal and Lokayuktas Act, 2013)
Please fill all the given details

And click on Save Draft
Please fill all the given details
And click on Save Draft
Please fill all the given details
And click on Save Draft
Please fill all the given details
And click on Save Draft
Show all the details of Form I, II, III, IV.
For Admin

Menus Come after Login:

- If Employee is admin, Show Admin Dashboard
  - Dashboard
  - Admin Dashboard
  - Appraisal
  - Status of finalized APAR
  - Property Statement
  - Lokpal Assets & Liabilities

Please click on Admin Dashboard Link
Admin Home Page
Admin Menu

Menus comes after click on Admin Dashboard Link:

- Dashboard
- APAR
- Change Authority
- Upload Offline APAR
- Update Employee Details
APAR Sub Menu

APAR Submenu are:-

- Search Online APAR
- Search Offline APAR

➢ If Admin wants to search APAR Please Click on given link.
In Search APAR, All final report will be show

If Admin wants to show the preview of all the report by fill the Appraisal, Reporting, Reviewing and Accepting Officer. Please click on the Preview Link

If Admin wants to see report according to Employee Id, period wise and Designation. Please follow the procedure:-
  o Please Enter any one details for accurate result
  o Now, Click on Find
  o After Click on find, show all the report
Change Authority Sub Menu

Change Authority Submenu are :-

- Reporting Officer
- Reviewing Officer
- Accepting Officer

➢ If Admin wants to Change Authority of Reporting Officer, Reviewing Officer and Accepting Officer. Please Click on given link.
In Change Authority, First select the designation and click on search
Now show the data according to search the designation
If you want to change Reporting, Reviewing and Accepting Officer, After that Click on edit
After click on edit link, Select the Reporting, Reviewing and Accepting Officer
Now please click on update link
After click on update , change the Reporting, Reviewing and Accepting Officer for these designation
Upload Offline APAR Sub Menu

Upload Offline APAR Submenu are:-

- Upload APAR
- Update APAR File
- Search Uploaded APAR

➢ If Admin wants to upload offline APAR. Please Click on given link.
Update Employee Details

If Admin wants to see and update the details of employee Please click Update Employee Details Link

- In this page, Admin can see all the employee details
- If you want to update details of employee, Please Click on edit
- After click on edit link, change the details
- Now please click on update link
- After click on update, details have been updated