

DELHI JAL BOARD
VARUNALAYA Ph.II:KAROL BAGH:NEW DELHI.

No.DJB/ AC (W)/CR/F-4/2013- 37535 Dated:- 1-04-2013
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CIRCULAR

Attention of all the officers authorized to record, review the Annual Confidential Reports of the staff working or worked under their administrative control is invited to record/review the ACRs for the year 2012-13 and send to the appropriate authority as per the following time schedule.

S.No.	Nature of Action	Date by which to be completed
1.	Submission of Self Appraisal to Reporting officer by officer to be Reported upon (where applicable)	16 th April
2.	Submission of report by reporting officer to reviewing officer	
	i) Where self appraisal by officer Reported upon is not prescribed.	23 st April
	ii) Where self appraisal by officer reported upon is prescribed.	7 th May
	iii) Where officer reported upon is himself a reporting officer for subordinate under him.	23 rd May
	iv) Report to be completed by Reviewing officer and sent to Concerned office/C.R.Cell	6 th June

EXECUTIVE ENGINEER (BDP)
DIARY No. 803
DATE 03/04/2013

All the concerned officers are requested to kindly ensure that the C.Rs for the year 2012-13 should be reported/reviewed strictly according to the above time schedule. It may also be ensured that the C.Rs for the previous period in respect of officials/officers who worked under their administrative control for 3 months or more may not remain unreported. It

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P.T.O.

has been observed that the Annual Confidential Reports are not reported/reviewed by many officers in time and according to due procedure as prescribed under the relevant rules, which affects process of promotion, regularization etc. Many meetings of the DPCs have been delayed/postponed due to non-availability of ACRs.

The Reporting Officers may be advised that in case the officer to be reported upon does not submit self appraisal by the stipulated date, the reporting officer may proceed to write the report on the basis of his experience of work and conduct of the officer to be reported upon pointing out his failure to submit his self-appraisal within the stipulated time.

Blank C.R. forms may be collected from C.R.Cell, Room No. 407, Varunalaya Phase-II on any working day.

Y.K. Sharma
01/4/2013
(Y.K. SHARMA)
ASSTT. COMMISSIONER (W)

All Reporting and
Reviewing Officers

Copy to:-

1. C.E.O. for kind information.
2. Member (Admn.) for kind information.
3. Dir. (A&P) for kind information.

Y.K. Sharma
01/4/2013
ASSTT. COMMISSIONER (W)