



OFFICE OF THE ASSTT.COMMISSIONER (CR)  
DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI

No.DJB/AC (CR)/CR/F-5/2017- 15420

Dated: 02/04/2017  
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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 2016-17 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)	17 <sup>th</sup> April
2.	Submission of report by reporting officer to reviewing officer	
	i. Where self-appraisal by officer reported upon is not prescribed.	24 <sup>st</sup> April
	ii. Where self-appraisal by officer reported upon is prescribed.	8 <sup>th</sup> May
	iii. Where officer reported upon is himself a reporting officer for subordinate under him.	23 <sup>th</sup> May
	iv. Reported to be completed by Reviewing Officer and sent to concerned office/CR Cell.	6 <sup>th</sup> June

All the concerned officer are requested to kindly ensure that the C.Rs for the year 2016-17 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.

EE/EDP

It 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 the 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.

New ACR forms of all Categories can be downloaded from the official website of DJB.

*Sandeep*  
(SANDEEP GULATI)  
ASSTT. COMMISSIONER (CR)

All Reporting and  
Reviewing Officers

Copy to:-

1. CEO for kind information.
2. Member(Admn.) for kind information.
3. Dir.(A&P) for kind information.
4. EE (EDP) with the request to upload the same on DJB's website.



*Sandeep*  
ASSTT.COMMISSIONER (CR)

*Sh. Sanjay prog-I*  
*[Signature]*  
*10/4*