



DELHI JAL BOARD; GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER(D)
Varunalaya Ph-II, Karol Bagh, New Delhi-110005
Tel.: 23551279, www.delhijalboard.nic.in

No.DJB/AC(D)/Co.Op./Ext./WC/2019

72571

Dated: 26/11/2019

The present contractual term of extension period of Computer Operators working in DJB on contract basis engaged through (i)NIELIT (ii) Directly by DJB and (iii) and Directly by DTQC/SEs/EEs is going to be expire on 21/01/2020, **If the services of said Computer Operator is still required in your office, you are requested to kindly send his work and conduct & performance report along-with complete Bio-Data in enclosed prescribed form to this office within 10 days positively.**

Encl: As above on overleaf.


(SANDEEP GULATI)
ASSISTANT COMMISSIONER (D)


ALL DDOs

Copy to: Director (A&P) for kind information please.


ASSISTANT COMMISSIONER (D)




AE(EDP)
Prog-I


28-11-19

SE/EDP

PERFORMA

1.	Name/Father's/ Husband Name	
2.	Engaged in DJB through (i) NIELIT (ii) Directly by DJB (iii) Directly by DTQC/SEs/EEs	
3.	Place of posting	
4.	Date of initial Appointment in DJB. On contract basis.	

To be filled by the concern DDO/Controlling officer

S.No	Area	Competency Yes/No
1.	Whether capable of transfer data from paper format into data base system.	
2.	Whether capable of organizing files collecting and managing data to be enter into the computer.	
3.	Whether capable of updating existing data.	
4.	Whether capable of producing report.	
5.	Whether capable of retrieving data as requested.	
6.	Whether capable to perform regular backups to ensure data preservation.	
7.	Whether having knowledge of MS office tools and data programs.	
8.	Whether capable of maintaining records of work completed.	
9.	Whether having knowledge of updating files into excel spreadsheets.	
10.	Whether having knowledge of E-filing system.	
11.	Whether having knowledge of creating and sending message/text/files/photographs through E-mail and retrieving message received on E-mail.	
12.	Whether having a good typing speed at the same time remaining accuracy.	
13.	Duties and responsibilities assigned.	
14.	Output/Performance (Good/very Good/Outstanding)	
15.	Punctuality	
16.	Conduct of the official.	
17.	Whether Services are still required:- i) If yes give reason for continuation:- ii) State as to why this work cannot be got done through regular employees of DJB:-	

Signature & Designation of DDO
with stamp