



DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (CR) Cell
VARUNALAYA, PHASE-II, KAROL BAGH, NEW DELHI-110005.
PHONE No. 011- 23510241

No.DJB/AC (CR)/CR/F-5/2019-

24659

Dated: 29.06.2020

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 2019-20 and send to the appropriate authority as per the following time schedule.

S. No.	Activity	Date by which activity to be completed
1	Submission of Self Appraisal to Reporting Officer by Officer to be Reported upon (where applicable)	30 th June 2020
2	Submission of report by reporting officer to reviewing officer i. Where self-appraisal by officer reported upon is not prescribed. ii. Where self-appraisal by officer reported upon is prescribed. iii. Where officer reported upon is himself a reporting officer for subordinate under him.	24 st July 2020 8 th August 2020. 25 th August 2020
3	Forwarding of A.C.R to the competent authority/C.R. Cell i. Where there is no accepting authority for ACR ii. Where there is accepting authority for ACR	31 st August 2020 30 th September 2020

All the concerned officer are requested to kindly ensure that the C.Rs for the year 2019-20 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.

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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.

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ASSTT. COMMISSIONER (CR)

All Reporting and
Reviewing Officers

Copy for information 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.

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ASSTT. COMMISSIONER (CR)



AELROR
Prof I *AS*
30-06-2020