

**STOP CORONA**

**WASH YOUR HANDS, WEAR MASK & MAINTAIN SOCIAL DISTANCING**



**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/APAR/CR Cell/2020/59600

Dated:-18/11/2020

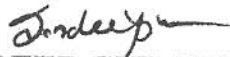
**CIRCULAR**

Government of NCT of Delhi has introduced Annual Performance Appraisal Reports (APAR) in place of Annual Confidential Report (ACR) as per DOP&T OM No. 21011/1/2005-Estt(A)(Pt.II) Dated May 14, 2009.

Accordingly, the undersigned is directed to implement the Annual Performance Appraisal Reports system in DJB in place of existing provisions in regard to preparation and maintenance of Annual Confidential Report which provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. Now from the reporting period 2020-21 after implementation of Annual Performance Appraisal Report system the following guidelines will be considered while writing APAR:-

- i. The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- ii. The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the reporting officer has completed the performance assessment.
- iii. The section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- iv. The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned Section does not receive any information from the concerned officer or on before fifteen days from the date of disclosure, the APAR will be treated as final.

- v. The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2020-21 which is to be initiated after 1<sup>st</sup> April 2021.
- vi. The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days form the date of receipt of the representation.
- vii. The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

  
(SANDEEP GULATI)  
ASSTT. COMMISSONER (CR)


**All DDOs: With the request to circular it among all concerned officers/employees.**

Copy for information to:-

1. Vice Chairman, DJB
2. CEO/Member (A)/ Member (F)/ Member (W)/Member (Dr.)/CVO/Secy.,  
DJB/Addl. CEO
3. All CE/Director/SE/Joint Director/LO (DJB)
4. All ACs/Dy. Director/ZRO/EO/Sr.  
AO/AO/AAO/Consultant/LWO/CWA/ACWA/ CSO/Dy. CSO
5. EE (EDP) with the request to upload the same on DJB's website.



NE(EDP)  
Prag-I

  
23-11-2020

  
ASSTT. COMMISSONER (CR)