



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

STOP CORONA

WASH YOUR HANDS, WEAR MASK & MAINTAIN SOCIAL DISTANCING

No.DJB/AC(CR)/CR/2021-17446

Dated: 07/04/2021

CIRCULAR

Attention of all the officers authorized to record, review the Annual Performance Assessment Reports of the staff working or worked under their administrative control is invited to record/review the APARs for the year 2020-21 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)	15 th April
2	Submission of report by Reporting Officer to Reviewing Officer	30 th June
3	Report to be completed by Reviewing Officer	31 st July
4	Appraisal by accepting authority, wherever provided	31 st August
5	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	1 st September 15 th September
6	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
7	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	21 st September 6 th October
8	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
10	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

Pl. adhere to the time lines.
19/4/21

AC 26/4/21

Pl. send to Prog I for uploading
Prog II to 21/05/21

775
22/4/21
26/04/21
10/05/21

ee/w/cell

