

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

F.No. DJB/AC (CR)/APAR /2022-493

Dated:-01/04/22

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 2021-2022 and send to the appropriate authority as per the following time schedule:-

S. No.	Activity	Cut-off dates
1	Submission of self-appraisal to the Reporting Officer	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	1 st September
	b. Disclosure to the officer reported upon where there is accepting authority	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	
	I. Where there is no accepting authority for APAR II. 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

