



DELHI JAL BOARD: GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE JOINT DIRECTOR ADMIN (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)/APR/2022/ 60421

Dated:- 23-12-22

CIRCULAR

**Subject:- Submission of Annual Property Return on first appointment/promotion in group B .**

The attention of all group 'B' officers/officials are required to submit their first and Annual Property Return (ASO/ JE's/ AAO's) is invited to the Rule 18 of CCS conduct Rules that First property return by a government servant shall be submitted within three months from the date of appointment/promotion in the eligible category and annual return thereafter.

It has been noticed that a number of officers/officials who are required to submit **First and Annual Property Return** don't submit or submit late.

In this regard, the matter was placed before the Competent authority that has taken an adverse view on the issue and decided that a reminder may be issued to defaulting officers/officials.

Therefore, all the officers/ officials who are promoted/appointed initially in the grade pay of Rs 4200 and above, who have not submitted APR till date are again requested to submit the same to this office within 7 days positively of the issue of this letter. The controlling officers will also henceforth ensure timely submission of APR by their subordinate officers/officials failing which, suitable disciplinary action would be initiated against defaulting officers/officials.

  
(NARESH KUMAR)

JOINT DIRECTOR ADMIN (CR)

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

Copy for information to:-

1. CEO/Member (A) Member(F) Member(DR) Member(W)/CVO/Secy.,DJB/Addl.CEO
2. All CEs/All Directors/All ACEs/All Joint Directors/All ACs/L.O/PRO
3. All Dy.Directors/All Dy.A&FOs/EO/AOs/LWO/ACWAs/C.S.O/Dy.C.S.O
4. EE (EDP) with the request to upload the same on DJB's Website.

  
JOINT DIRECTOR ADMIN (CR)

Addl. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. 3467 dt. 27-12-2022

Prog - I

27-12-2022

ACE/AM-2

ACE-P-1

EE(EDP)  
Pl. upload on DJB website

27/12/22

Sd/-  
Addl. Chief Engineer