
	<p><b>DELHI JAL BOARD</b>  <b>GOVERNMENT OF NCT OF DELHI</b>  <b>OFFICE OF THE DEPUTY DIRECTOR (CR)</b>  <b>VARUNALAYA, PHASE-II, KAROL BAGH,</b>  <b>NEW DELHI-110005.</b>  <b>PHONE No. 011- 23510241</b></p>	
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No.DJB/Dy.Dir.(CR)/2023- *41791*

Dated: *11/10/2023*

**CIRCULAR**


Refer to this office circular No. DJB/Dy.Dir. (CR)/2023-11586 to 11845 dated 05.04.2023 regarding record and review the Annual Performance Assessment Report (APAR) of the staff within the prescribed time limit.

The dates for submission of report by reporting officer to Reviewing Officer and Report was to be completed by Reviewing Officer were 30th June and 31<sup>st</sup> July respectively.

It has been observed that some employees have not yet submitted their APAR and where they have submitted APAR, their Reporting and Reviewing Officers have not reported/reviewed APAR within stipulated time. This delay is affecting conduct of MACP cases, holding DPC.

Further, employees also have complained on delay in APAR report/review and this is taken seriously by the higher authority.

Therefore, all DDOs/ Reviewing/ Reporting Officers are directed to report/review APAR of the employees ASAP and send it to CR Cell and ensure that no APAR of any employee working in their administrative control remain unreported/unreviewed and a certificate in this regard may also be furnished to CR Cell by 31<sup>st</sup> October, 2023.

  
**(Joginder Singh)**  
**Dy. Dir. (CR)**

**All Reporting and Reviewing Officers**  
**All HODs**

Copy for information to:

1. CEO for kind information
2. Member (Admin) for kind information
3. Director(A&P) for kind information
4. EE (EDP) with the request to upload the same on DJB's website.

Addl. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. *2079* dt. *12/10/23*

*EE EDP*

*Prag I*

  
*12/10-2023*  
**Ashok Kumar**  
Executive Engineer (EDP)

  
**Dy. Dir. (CR)**