



DELHI JAL BOARD
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (CR) Cell
VARUNALAYA, PHASE-II, KAROL BAGH, NEW DELHI-110005.
STOP CORONA
WASH YOUR HANDS, WEAR MASK & MAINTAIN SOCIAL
DISTANCE



No.DJB/Dy.Dir.(CR)/2024- 15802

Dated: 04/04/24

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 2023-2024 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	b. Disclosure to the officer reported upon where there is no accepting authority c. Disclosure to the officer reported upon where there is accepting authority	1 st September 15 th September
5	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
6	Forwarding of representation to the competent authority I. Where there is no accepting authority for APA II. Where there is accepting authority for APAR	21 st September 6 th October
7	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
8	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
9	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

Dy. Director (IT)
Delhi Jal Board, GNCTD 001-17)

Dy. No. 511 dt 08/04/24

All the concerned officers are requested to kindly ensure that the APARs the year 2023-24 should be reported/reviewed strictly according to the above time schedule. It may also be ensured that the APARs for the previous period in respect of officials/officers who worked under their administrative control for 3 months or more may not remain unreported.

After the report is completed with the remarks of the Reporting/reviewing Officer, the full APAR will be return to be Reporting officer. Then the Reporting officer shall communicate to the concerned officer/official to disclosure the APAR of the individual, including the overall grade and assessment of integrity with the remarks of the Reporting officer and the reviewing authority wherever such system is in vogue. Individual further submit disclosure certificate to the Reporting Officer that he has seen his APAR. Later on, APAR along with disclosure certificate will be forwarded to the concern section/DD(CR) only if the APAR is completely filled. **Note: Some employees do not write their APAR on time and later forward their INCOMPLETE APAR without reported/reviewed by the reporting/reviewing officers to CR Cell which will not be accepted.**

It has been observed that the Annual Performance Assessment Reports are not reported/reviewed by many officers in time and according to due procedure as prescribed under the relevant rules, which effects process of promotion, regularization etc. Many meetings of the DPCs have been delayed/postponed due to non-availability of APARs.

The Reporting Officers may be advised that in case the officer to be reported upon does not submit the self-appraisal by the stipulated date, the reporting officer may proceed to write the report on the basis of his experience of work and conduct of the officer to be reported upon pointing out his failure to submit his self-appraisal within the stipulated time.

APAR forms of all categories can be downloaded from the official website of DJB.


(JOGINDER SINGH)
DY. DIRECTOR (CR)

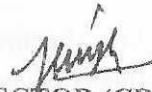
All Reporting and Reviewing Officers

Copy for information to:-

1. CEO for kind information.
2. Addl. CEO for kind information.
3. Member (Admn.) for kind information.
4. Member (Fin.) for kind information.
5. Dir.(A&P) for kind information.
6. EE(EDP) with the request to upload the same on DJB's website.

Aray 2


Dy. Director (CR)
Delhi Jal Board, CROTD
Room No. 604, Laxmi Narayan Lalaya
Phase-II, Karol Bagh, New Delhi-05


DY. DIRECTOR (CR)