



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (D)
VARUNALAYA PHASE-II: KAROL BAGH
NEW DELHI-110005

STOP CORONA

WASH YOUR HANDS

WEAR MASK

MAINTAIN SOCIAL DISTANCING

No.DJB/AC(D)/Co.Op./Ext./WC/2021

22360

Dated: 19/5/2021

Sub:- Work and conduct & performance report along-with complete Bio-Data in respect of Computer Operators.

The present contractual term of extension period of Computer Operators working in DJB on contract basis engaged through (i) NIELIT (ii) Directly by DJB and (iii) and Directly by DTQC/SEs/EEs is going to be expired on 26/07/2021, **If the services of said Computer Operators is still required in your office**, you are requested kindly send their **work and conduct & performance report along-with complete Bio-Data** in enclosed prescribed form to this office within 10 days positively.

Encl: As above on overleaf.

Rampal
19/05/2021

(VILAS RAMPAL)
ASSISTANT COMMISSIONER (D)

ALL DDOs

EE 12/08

Copy to: Director (A&P) for kind information please.

Rampal
19/05/2021

ASSISTANT COMMISSIONER (D)



AE
31/5/21
Prog-I
31-05-21

Please affix
latest passport
size
photograph

DELHI JAL BOARD
OFFICE OF THE ASSISTANT COMMISSIONER (D)

**Performa of Computer Operators engaged through (i) NIELIT (ii) Directly by DJB
(iii) Directly by DTQC/SEs/EEs on contract basis.**

1.	Name/Father's Name/ Husband Name	
2.	Date of Birth	
3.	Gender (Male/ Female)	
4.	Employee Code	
5.	Mobile No.	
6.	Category (Gen/SC/ST/OBC)	
7.	Whether Disabled (PH)	
8.	Residential Address	
9.	Engaged in DJB through (i) NIELIT (ii) Directly by DJB (iii) Directly by DTQC/SEs/EEs	
10.	Date of initial Appointment in DJB on contract basis.	
11.	Place of posting	
12.	Since when working in present office (Mention O.O. No. & Dated)	

To be filled by the concern DDO/Controlling officer

S. No	Area	Competency Yes/No
1.	Whether capable of transfer data from paper format into data base system.	
2.	Whether capable of organizing files collecting and managing data to be enter into the computer.	
3.	Whether capable of updating existing data.	
4.	Whether capable of producing report.	
5.	Whether capable of retrieving data as requested.	

6.	Whether capable to perform regular backups to ensure data preservation.	
7.	Whether having knowledge of MS office tools and data programs.	
8.	Whether capable of maintaining records of work completed.	
9.	Whether having knowledge of updating files into excel spreadsheets.	
10.	Whether having knowledge of E-filing system.	
11.	Whether having knowledge of creating and sending message/text/files/photographs through E-mail and retrieving message received on E-mail.	
12.	Whether having a good typing speed at the same time remaining accuracy.	
13.	Duties and responsibilities assigned.	
14.	Output/Performance (Good/Very Good/Outstanding)	
15.	Punctuality	
16.	Conduct of the official.	
17.	Whether Services are still required:- i) If yes give reason for continuation:- ii) State as to why this work cannot be got done through regular employees of DJB:-	

Signature & Designation of DDO with stamp