

**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 /2021- 24881

DATED: 17.06.2021

**Subject:- Extension of timelines for submission of Annual Performance Assessment Report (APAR).**

Reference DoP&T, GOI vide its O.M. NO. 21011/02/2015-Estt. (A-II)-part. II dated 14.04.2021 and GNCTD Services Department-Branch-IV/Confidential Cell letter No. F.1/7/2020/S.IV/CC/835 dated 17.05.2021, it is, hereby, informed that in view of the pandemic caused by spread of COVID-19, the timelines for submission of APAR has revised for the year 2020-21. The revised cut off dates for completion of APAR is given below:

S. No.	Activity	Cut-off dates
1	Distribution of blank forms	31 <sup>st</sup> May 2021
2	Submission of self-appraisal to the Reporting Officer	30 <sup>th</sup> June 2021
3	Report to be completed by Reviewing Officer	31 <sup>st</sup> July 2021
4	Appraisal by accepting authority, wherever provided	30 <sup>th</sup> September 2021
5	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	10 <sup>th</sup> September 2021 10 <sup>th</sup> October 2021
6	Receipt of representation, if any, on APAR	15 days from the date of Disclosure
7	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	30 <sup>th</sup> September 2021 31 <sup>st</sup> October 2021
8	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
9	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December 2021

GE EDP

*[Signature]*  
11/6/2021

Further, the extended timelines for the APAR year 2021-21 shall also apply to the reporting / reviewing / accepting authorities who have demitted office or retire for service on or after 28.02.2021. They shall be allowed to record their remarks till the respective extended cut-off dates.

It is requested that the time schedule for recording and completion of APARs as provided herein above may be widely circulated for information and strict adherence by all concerned.

The blank APAR forms for this purpose may download from the Delhi Jal Board website.

**The aforesaid relaxation is one-time measure only.**

*Neelam Kapoor*  
11.6.2021

(NEELAM KAPOOR)  
ASSTT. COMMISSIONER (CR)

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- Pl circulate in the section and comply it.
- also copy of the same may be uploaded on DJB website in consultation to AC (CR).



*Prog II*

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16-6-21

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*Neelam Kapoor*  
16/6/21