



OFFICE OF THE ASSTT.COMMISSIONER (WATER)  
DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH NEW DELHI

No.DJB /AC (W)/CR CELL/2015-

31655 to 31691

Dated: 24/3/15

INSTRUCTIONAL ORDER

In order to have proper assessment of overall performance, it has been decided by the Competent Authority that the Self-Appraisal Report of Joint Director Revenue/ Deputy Director Revenue will be filled on revised/amended A.C.R Proforma w.e.f. 2014-15 onwards.

Revised/Amended Annual Confidential Report Proforma for this purpose can be downloaded from the official website of Delhi Jal Board or can be obtained from the office of AC(W), CR Cell, Room No. 407, 4<sup>th</sup> Floor, Varunalaya Complex Phase-II, Karol Bagh, New Delhi.

(AMIT KUMAR JAIN)  
ASSTT. COMMISSIONER (W)

ALL JOINT DIRECTOR (REVENUE)/  
ALL DEPUTY DIRECTOR (REVENUE)

Copy to:-

1. CEO for kind information.
2. M (A)/M (F)/M (WS)/M (DR.) for kind information.
3. Director (A&P)/DOR for kind information.
4. All Jt. Dir. (R) / Dy. Dir. (R)/AC for kind information.

ASSTT. COMMISSIONER (W)

**DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005.**

**CONFIDENTIAL REPORT OF JT.DIR. (R) / DY.DIR. (R)**

**PART-I**—Personal Data and Duties & Responsibilities: -  
(to be filled by the Administrative Section concerned)

- 1. Period of Report .....
- 2. Name of Officer .....
- 3. Father's/Husband's Name .....
- 4. Date of Birth .....
- 5. Date of continuous appointment to the present grade .....
- 6. Present residential address .....
- 7. Post held during period of report .....
- 8. Period of absence from duty on leave, training etc. during the year .....
- 9. Academic and professional achievement during the year including degree obtained, books/article published etc. The training course attended during the reported year may also be mentioned .....

**10. Reporting, Reviewing & Accepting Officers during period of report:**

	Name & Designation
Reporting Authority	
Reviewing Authority	
Accepting Authority	

**Employee Name:.....**

**Employee Code:.....**

**Employee Signature:.....**

**PART –II- A Self-Appraisal:-**  
(To be filled by Officer Reported upon)

a) Parameters	Year of Report	One Year Previous	Two year Previous
<ul style="list-style-type: none"> <li>• Area Details :               <ul style="list-style-type: none"> <li>i) Name of Areas assigned and location :-</li> <li>ii) Details of Zones/ Area under Jurisdiction                   <ul style="list-style-type: none"> <li>1. ....</li> <li>2. ....</li> <li>3. ....</li> <li>4. ....</li> <li>5. ....</li> </ul> </li> <li>iii) Total no. of sanctioned Water Connection for all zones as at (ii):-                   <ul style="list-style-type: none"> <li>1. Domestic</li> <li>2. Commercial</li> <li>3. Bulk</li> <li>4. Mixed Use</li> </ul> </li> <li>iv) Total no. of Bills generated :                   <ul style="list-style-type: none"> <li>1. R-1</li> <li>2. R-2</li> <li>3. R-3</li> <li>4. R-4</li> <li>5. R-5</li> </ul> </li> <li>v) Total Quantity of water billed in your Area in (MGD)</li> <li>v) Grievance status :                   <ul style="list-style-type: none"> <li>1. Received</li> <li>2. Disposed</li> <li>3. Pending</li> </ul> </li> <li>vi) No. of Water Connections added during the period under report:                   <ul style="list-style-type: none"> <li>1. Domestic</li> <li>2. Commercial</li> <li>3. Bulk</li> <li>4. Mixed use _____</li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;">Total</p>			
<ul style="list-style-type: none"> <li>➤ Total Revenue target Assigned for Financial Year in your area excluding infrastructure fund.</li> </ul>			
<ul style="list-style-type: none"> <li>➤ Total Revenue collected against the target assigned excluding infrastructure fund.</li> </ul>			

Employee Name:.....

Employee Code:.....

Employee Signature:.....



Total target achieved in %			
➤ Reason for not achieving target (if target not achieved) * Please attach sheet if space is inadequate			
➤ Total arrears of water charges of your area at the beginning of the Financial Year under the report.			
➤ How much amount realized out of total arrears			
➤ Any major drive started for achieving the target			
➤ Total No. of Meetings organized for achieving target. 1. Government /Semi Government Department 2. RWAs			
➤ Total No. of connections disconnected for default/total number of defaulters in the category during the period under report. i) Government a) Domestic b) Commercial c) Bulk d) Mixed use ii) Private – a) Domestic b) Commercial c) Bulk d) Mixed use			
➤ Total no. of disconnected water connections as on 31 <sup>st</sup> march every year.			
➤ Total no. of unauthorized connections, at the beginning of the Financial Year in your Area.  ➤ Total No. of unauthorized connections detected during the period under report.  How many unauthorized connection were:- a) Regularized b) Challaned c) Disconnected  ➤ Total No. of cases detected for use of water in Civil Constructions in Financial Year.  ➤ No. of Cases where Cost of Construction imposed and recovered in Financial Year.			

Employee Name:.....

Employee Code:.....

Employee Signature:.....

