

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
ADMINISTRATION BRANCH/ C.R. CELL

NO: GA/1030/24/93/CR/2016/D-258

Date: 11-5-2016

CIRCULAR

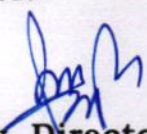
Sub: ANNUAL CONFIDENTAIL REPORT.

All the Sectional Heads (DUSIB) are aware that up-to-date Confidential Reports of the officials should be available with CR Cell with a view to timely finalization of the issues such as Confirmation/Promotion/Modified Assured Career Progression Scheme cases etc. The writing of ACR is a public trust and responsibility. It has been observed that various officers have not sent complete ACRs of the officers/ officials working under their control for the period ending 31-3-2016. Non completion of ACRs within the due date will be viewed seriously.

Therefore, all the Sectional Heads/Controlling Officers are requested to expedite action in respect of the following:

- 1 The blank ACR Performas may please be download from the Website of DUSIB i.e. on www.delhishelter.nic.in
- 2 To furnish outstanding ACRs of the staff working under them for the period ending 31/03/2016 positively and ensure that no ACRs for the period 31/03/2016 remain pending with them either in the capacity of Reporting Officer or Reviewing Officer.

This may be treated as "Most Urgent"


Dy. Director (Admn. /CR)

Distribution:

1. All Sectional Heads/Controlling Officers (DUSIB)
2. Dy. Dir.(System)- with the request to upload the above circular on Website of DUSIB