



DELHI JAL BOARD: GOVERNMENT OF NCT OF DELHI  
OFFICE OF DEPUTY DIRECTOR (CR)  
VARUNALAYA, PHASE-II, KAROL BAGH,  
NEW DELHI-110005.  
PHONE No. 011- 23510241

No.DJB/Dy. Dir. (CR)/APAR/2025/50123 to 50462 Dated: 20-11-2025

Subject: Regarding submission of issuance of Non-Reporting Certificate, where the reporting period is less than 90 days.

It has been observed that some employees have represented that their reporting period for the relevant APAR year is less than the minimum required period of 90 days for reporting and review. Also, on many occasions it observed that "NRC" was asked from C.R. Cell, DJB for different administrative requirements

In this regard, it is once again reiterated for kind information of all concerned DDOs/Heads of Offices that:

- Where the reporting period of an employee is less than 90 days, the APAR cannot be initiated for that period as per the prescribed guidelines
- In such cases, the concerned DDO/Competent Authority shall issue a Non-Reporting Certificate ("NRC"), clearly mentioning the duration of duty and confirming that the minimum-qualifying period for writing the APAR is not met.
- The same may then be forwarded to the CR Cell in lieu of the APAR(s) for that financial year/period.

All DDOs are requested to kindly ensure compliance of the above instructions and forward the required APARs/Non-Reporting Certificates to the CR Cell, DJB at the earliest.

This issues with the approval of the Competent Authority.

Dy. Director (IT)  
Delhi Jal Board, GNCTD

Dy. No. 1972 dt 20/11/25

*(Signature)*  
19/11/25

(Vijay Thakran)  
Deputy Director (CR Cell)

Copy to:

1. PS to CEO, DJB - for kind information
2. PS to Member (Admin) - for kind information
3. Director (A&P) - for kind information
4. All DDOs
5. EDP for updating on official website of DJB.

*(Signature)*  
21/11/2025

*(Signature)*  
19/11/25