



**CIRCULAR**

In continuation of circular **No. CWC / IV-Online PMS /CRC / 2017-18**, dated 18.10.17. As the process of KPAs / Goal fixation by concerned officials for the year **2018-19** has already been completed, it has now been decided with the approval of Competent Authority to open the window for **Mid-Year Review** for all Group A&B officials.

The time frame for Mid-Year Review is mentioned below:-

For Appraisee:- **1<sup>st</sup> October, 2018** to **20<sup>th</sup> October, 2018**

For Appraiser:- **1<sup>st</sup> October, 2018** to **31<sup>st</sup> October, 2018**

It is requested to all concerned to complete the **Mid-Year Review** process within prescribed time frame.

The above guidelines may be followed scrupulously by all concerned.

*Priya Gupta*  
*28/9/18*

(Priya Gupta)

Sr. Asstt. Manager (CR)

**for Group General Manager (Pers.)**

**Distribution:**

1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices

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