



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/IV-Online PMS /CRC/2017-18/981-D - 6238 Dated:- 20.11.2017

**CIRCULAR**

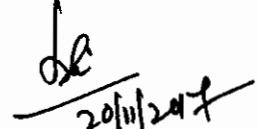
In continuation of circular No. **CWC/IV-Online PMS /CRC/2017-18/981-D**, it has now been decided with the approval of Competent Authority to incorporate following guidelines in e-APAR system for smooth implementation in view of various queries being received from employees regarding mapping, time frame for opening windows for Goal setting and Mid-year Review etc. for all Group A & B officials of the corporation.

1. Time frame for Goal Setting window is now extended for another one week i.e. till **27.11.2017** as this system is new to everyone and officials are facing difficulties in fixing their KPAs.
2. The management has taken a decision to assign full fledged work to the Management trainees after completion of 3 months training period. They have to assess the working of the staff working/worked under them being an appraiser. Accordingly, appraiser roles have been assigned to all Management trainees in the e-APAR system to assess the performance of staff working under them.
3. The appraiser has to assess the working of staff who have worked under him at least for 3 months i.e. Mid-Year Review/Year End Review. In case, the appraiser is not available or retired, the Mid-Year Review will be completed by the existing appraiser.
4. All employees have to fix their KPAs every time, in case of change of appraisee/appraiser (i.e, transfer, re-designation of appraisee / appraiser, retirement of appraiser). Accordingly, Nodal officers have to keep the track of changes, define their changed mapping (including any change in Reviewer/Accepting Authority) and will send the same to CR cell in the prescribed template by the 3<sup>rd</sup> of every succeeding month.

*[Handwritten Signature]*  
20/11/2017

However, in case of change in Reviewer/Accepting Authority by any reason, there is no need to change / define new mapping as it will have no impact on the assessment of the official and in such cases, assessment will be completed by existing Reviewer/ Accepting Authority.

The above guidelines may be followed scrupulously by all concerned

  
20/11/2017  
(P.K. Saw)

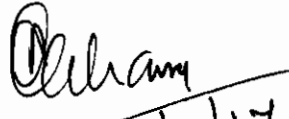
**Dy. General Manager (Pers.)**

**Distribution:**

1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices
3. All Supdtg./Executive Engineers, CWC, Construction Cells

**Copy to:**

1. Sr. PA to Chairman, PPS to MD, Sr. PA to Dir.(MCP), AM to Dir.(Fin.), SAM to Dir.(Pers.), Sr.PA to CVO, CWC, CO, New Delhi.
2. GM (MIS), CWC, CO, New Delhi-with the request to arrange uploading the circular on CWC website.
3. Guard file.

  
21/11/17

  
CPK