



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

No. CWC/IV-PMS/CRC/2015-16

Dated: 18.02.2016

All RMs / EEs of Regional Offices and CCs

P.S. to Gm (System).

Sub:-APRs for the year 2015-16 of Group A & B Officers...reg.

Sir,

Attention is invited to this office circular of even number, dated 24.09.2015, through which revised APR formats for the year 2015-16 were circulated with advice to fix the Key Performing Areas (KPAs) in these revised formats. It was also reiterated to adhere with the schedule of Mid Year Review in October and Year End Review/ Final Assessment in the month of April.

In this connection, please ensure the completion of final assessment or Year End Review of Group A & B Officers working in your respective regions by the end of this Financial year i.e. 31.03.2016 and send the completed Annual Performance Reports (APRs) by 15.04.2016 to Corporate Office for further necessary action at this end.

Further, Target Fixation / KPA fixation for the year 2016-17 may also be fixed in the beginning of April this year, while closing the APRs for the year 2015-16. The schedule of closing of APRs for the year 2015-16 may strictly be adhered to.

(A. K. Sharma)

General Manager (Pers)

Copy to:-

1. All HoDs, CWC, CO, New Delhi
2. GM(MIS), CWC, CO, New Delhi - for updating this on CWC website.
3. PPS to Chairman/MD, AM to Dir (Fin)/Manager to Dir (Pers), PS to CVO, CWC, CO, New Delhi.
4. Guard File

Supd to MIS
SKR
19/2/2016