



No.CWC/IV-PMS/CRC/2017-18 / 158-B

Dated:- 22.03.2018

**RM, CWC, RO**

AHD, BLR, BPL, BBSR, CNI, CHD, DLI, GHY, HYD, JPR, -KOL, KOCHI, LKO, MUM, N-MUM, PKL, PAT, RPR / CCs.

**Sub: e-APARs for the year 2017-18 of Group "A&B" Officers... Reg.**

Madam / Sir,

Reference is invited to this office circular dated 11.10.17, 18.10.17, 01.11.17, 20.11.17 & DO letter dated 15.01.18 & 20.02.18, wherein, it was impressed upon to adhere to the mentioned provision and ensure that the e-APARs are closed at the end of current financial year. The delay in submitting the Self-Appraisal / Reporting / Reviewing / Countersigning or Completion of e-APARs adversely affects the process of Confirmation / Up-Gradation / Promotion / PRP etc.

It is again reiterated that Final Assessment or Year End Review of Group A&B officers working in your respective region is completed ending the financial year **i.e. upto 31.03.18** and complete all e-APARs within prescribed time frame for further necessary action at this end.

Further, Target Fixation/ KPAs Fixation for the financial year 2018-19 may also be done in the beginning of next financial year, while closing the e-APARs for the year 2017-18. The schedule of closing of e-APARs for the year 2017-18 and Goal setting for the year 2018-19 may strictly be adhered to as circulated vide letter No. 981D dated 18.10.17 enclosing therein as **Annexure-I, I(a), I(b)**.

For smooth implementation of e-APAR, following changes have been incorporated in the ACR Drill with the approval of the Competent Authority and that should be taken into account scrupulously, while filling e-APAR:-

1. The management has taken a decision to assign full-fledged work to the Management Trainee after completion of 03 months training period. Accordingly, the appraiser role has been assigned to all management trainee in e-APAR system to assess the performance of the staff working / worked under them being an appraiser.

2. If there is delay in submission of self-appraisal by the officer reported upon, the Reporting Officer should give the report without self-appraisal, making a suitable note. In this case appraiser has the right to do the goal setting, Mid-year & Final year evaluation of employees. The window will be opened separately to appraiser in such cases, after closing of prescribed timeline.

3. All the Group A&B Officials are required to fix their KPA in the beginning of every year and also every time when job rotation of appraiser is effected either by way of his transfer from a seat / place or promotion etc. 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.

Also new mapping creation is not required, if the appraiser remain same and the evaluation period is less than 3 months.

4. The appraiser has to assess (Mid-Year/ Year End Review) the working of staff who have worked under him for at least 3 months. In case, the appraiser/Reviewer/Countersigning Authority is not available / retired, the Mid/Final Year Review will be completed by the existing Appraiser/Reviewer/Countersigning Authority.

Content of the circular may be brought to the notice of all the Group A&B Officials

For more details, you may login to our website [www.cewacor.nic.in](http://www.cewacor.nic.in) and go through e-APAR circular & User Manual under the link "**Manuals / Videos of Softwares**"

Or

**click to the link, mentioned below:-**

➤ [http://cewacor.nic.in/index.php?option=com\\_content&view=article&id=271&Itemid=57&lang=en](http://cewacor.nic.in/index.php?option=com_content&view=article&id=271&Itemid=57&lang=en)

*Arvind Chaudhri*  
22-3-18

(Arvind Chaudhri)

**Group 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. Sr. PA to Chairman / PPS to MD, SAM to Dir.(Pers.), SAM to Dir. (Fin.), PS to Dir.(MCP), PS to CVO, CO, New Delhi.
4. Guard file.

*JS(MIS)*  
*AKS*

*Paham*  
23/3/2018

**Annexure-I(a)****PROCEDURE / TIME FRAME FOR COMPLETING e- APARs**  
**(From 2018-19 onwards)****STEP 1:- GOAL SETTING FOR THE CURRENT YEAR****1<sup>st</sup> April to 30<sup>th</sup> April**

Authority concerned	Time Schedule
Appraisee	1 <sup>st</sup> April -- 20 <sup>th</sup> April
Approval by Appraiser	1 <sup>st</sup> April -- 30 <sup>th</sup> April

**STEP 2:- MID-YEAR REVIEW****1<sup>st</sup> October to 31<sup>st</sup> October**

Authority concerned	Time Schedule
Appraisee	1 <sup>st</sup> October -- 20 <sup>th</sup> October
Approval by Appraiser	1 <sup>st</sup> October -- 31 <sup>st</sup> October

**STEP 3:- YEAR END REVIEW (FOR PREVIOUS YEAR)****1<sup>st</sup> April to 31<sup>st</sup> May**

Authority concerned	Time Schedule
For Appraisee	1 <sup>st</sup> April -- 30 <sup>th</sup> April
Approval by Appraiser	1 <sup>st</sup> April -- 10 <sup>th</sup> May
Reviewer	1 <sup>st</sup> April -- 20 <sup>th</sup> May
Accepting Authority	1 <sup>st</sup> April -- 31 <sup>st</sup> May

**STEP 4:- REPRESENTATION, IF ANY (For Adverse Grading /Below Benchmark Only)****15<sup>th</sup> June to 31<sup>st</sup> July**

Authority concerned	Time Schedule
Opening of Window for dealing Adverse / Below Benchmark APRs	15 <sup>th</sup> June -- 30 <sup>th</sup> June
Comments by Appraiser	1 <sup>st</sup> July -- 10 <sup>th</sup> July
Comments by Reviewer	1 <sup>st</sup> July -- 20 <sup>th</sup> July
Decision by Countersigning Authority	1 <sup>st</sup> July -- 31 <sup>st</sup> July

*Percept*

**Annexure- I(b)**

**PROCEDURE / TIME FRAME FOR COMPLETING APRS FOR  
YEAR 2017-18**

**STEP 1:- GOAL SETTING FOR THE CURRENT YEAR AND MID-YEAR REVIEW**      **1<sup>st</sup> Nov to 31<sup>st</sup> Dec**

<b>Authority concerned</b>	<b>Time Schedule</b>
Appraisee	1 <sup>st</sup> November to 15 <sup>th</sup> December 2017
Approval by Appraiser	1 <sup>st</sup> November to 31 <sup>st</sup> December 2017

**STEP 2:- YEAR END REVIEW (FOR PREVIOUS YEAR)**      **1<sup>st</sup> April to 31<sup>st</sup> May**

<b>Authority concerned</b>	<b>Time Schedule</b>
For Appraisee	1 <sup>st</sup> April 2018 -- 30 <sup>th</sup> April 2018
Approval by Appraiser	1 <sup>st</sup> April 2018 -- 10 <sup>th</sup> May 2018
Reviewer	1 <sup>st</sup> April 2018 -- 20 <sup>th</sup> May 2018
Accepting Authority	1 <sup>st</sup> April 2018 -- 31 <sup>st</sup> May 2018

**STEP 4:- REPRESENTATION, IF ANY**      **15<sup>th</sup> June to 31<sup>st</sup> July**

<b>Authority concerned</b>	<b>Time Schedule</b>
Process for dealing Adverse / Below Benchmark APRs	15 <sup>th</sup> June 2018 -- 30 <sup>th</sup> June 2018
Comments by Appraiser	1 <sup>st</sup> July 2018 -- 10 <sup>th</sup> July 2018
Comments by Reviewer	1 <sup>st</sup> July 2018 -- 20 <sup>th</sup> July 2018
Decision by Countersigning Authority	1 <sup>st</sup> July 2018 -- 31 <sup>st</sup> July 2018

*Refer Capt 6*