



No.CWC/IV-Online PMS /CRC/2021-22/

Dated: - 02.11.2021

CIRCULAR

This has reference to the circular No.CWC/IV-Online PMS/CRC/2021-22 dated 29-09-2021 vide which the timelines for submission of **Mid-Year Review** for the year 2021-22 was promulgated. In view of the fact the some of the officers were unable to complete the task within the specified time lines, the dates for completion of Review Mid-Year process for the year 2021-22 have been extended as below: -

For Appraisee: - To be submitted on or before **15th November, 2021**

For Appraiser: - To be submitted on or before **20th November, 2021**

Further, it is noticed that some of the officers have not completed their KRA settings for the year 2021-22. All officers who have not completed their KRA settings for the year 2021-22, are also requested to complete the process of KRA settings.

In view of above, all officers are requested to complete the submission of **Mid-Year Review** for the year 2021-22 within the specified timelines so that the APAR process is concluded within the specified timelines.

This issues with the approval of Competent Authority.

(Sumit Kumar)
Manager (CR)

Distribution:

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

Copy to:

1. PS to Chairman, PS to MD, PS. to Dir.(MCP), SAM(Cons.) to Dir.(Fin.), PS to Dir.(Pers.), PS to AGM(Vig.), CWC, CO, New Delhi.
2. GGM (MIS), CWC, CO, New Delhi-with the request to arrange uploading the circular on CWC website.
3. Guard file.