



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

Dated: - 24.12.2021

CIRCULAR

This has reference to the circular No.CWC/IV-Online PMS/CRC/2021-22 dated 29-09-2021 and 02.11.2021 regarding timelines for submission of **Mid-Year Review** for the year 2021-22. In view of the fact that 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 **31st December, 2021**

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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. No further extension will be allowed.

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), PA 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.