



No.CWC/IV-CRC/e-APAR/2019-20/

Dated: 22.04.2020

CIRCULAR

Sub: Extension of Timeline For Fixation of KPAs 2020-21 and Completing APAR For The Year 2019-20...reg

Refer to this office circular dated 28.03.2020, regarding schedule for completion of APAR for the year 2019-20 and the fixation of KPAs for the year 2020-21 as per prescribed timeline.

Considering the issues faced by officials in fixation of KPAs and completion of APARs due to country wide lockdown in wake of spread of Novel Corona Virus (COVID-19), the Competent Authority, has approved extension of timeline for as under:

Authority Concerned	Last Dates as Per Revised Schedule	
	APAR 2019-20	KPAs 2020-21
For Appraisee	10.05.2020	10.05.2020
Approval by Appraiser	20.05.2020	20.05.2020
Reviewer	31.05.2020	
Accepting/ Countersigning Authority	10.06.2020	

With respect to fixation of KPAs, it is further directed by the Competent Authority that KPAs are to be fixed in accordance with the duty list assigned to the concerned employee. Apropos, all appraisers are to ensure that a comprehensive duty list is promulgated for all their subordinates. Further, keeping in view the universally accepted 3M principle, 'what gets measured is monitored and managed', KPAs should be measurable and quantifiable to the extent possible. All Appraisers are to closely monitor fixation of KPAs and ensure that KPAs assigned are measurable and quantifiable. These KPAs shall be closely monitored through the assessment period, so that necessary course correction can be carried out for variances, if any .

All officials are requested to kindly ensure that above timelines are followed scrupulously by all concerned.

(Pawan Kumar)
DGM (Pers.)

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