No.CWC/IV-CRC/APR-Drill/2017-18　　　　　　　　**Dated:- 10.10.2017**

CIRCULAR

Sub:- Procedure for Writing / Reviewing / Accepting of ACR/APR and addition of other attributes in ACR / APR formats.

In continuation of circular no. CWC / IV-ACR Drill / CRC (Vol-II) / 2013-14 dated 09.10.13, it has now been decided with the approval of Competent Authority to incorporate the actual achievement column in the APR format of "B" Group category officials (E-I level) and another column for recording the remarkable work done in the field of official language during the financial year by the officials (Group "C") & (E-I to E-VIII level).

Development Plan / Training Needs column as already existed in the APR format for E-II to E-V level has also been added in the APR format of E-I and E-6 & above level officials. Necessary amendments made in the APR format for Group "A&B" officials has already been incorporated in the e-APAR. Apart from the above, the changes made in ACR format for Group "C" is being forwarded for further reference and records as annexure – I, II & III.

All concerned are requested to follow the procedure approved by the Competent Authority as given in the Annexure for Writing / Reviewing / Accepting of Annual Performance Appraisal Report (APAR).

It shall be applicable with immediate effect.

(P.K. Saw)
Dy. General Manager (Pers.)

Distribution:

1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices
3. All Supdtg./Executive Engineers, CWC, Construction Cells

Copy to:

1. Sr. PA to Chairman, PPS to MD, Sr. PA to Dir.(MCP), AM to Dir.(Fin.), SAM to Dir.(Pers.), Sr.PA to CVO, CWC, CO, New Delhi.
2. GM (MIS), CWC, CO, New Delhi-with the request to arrange uploading the circular on CWC website.
3. Guard file.