



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

Dated: 25.05.2020

CIRCULAR

Sub:- Extension of timeline to complete KRA Setting the year 2020-21...reg

In continuation of this office circular dated 20.04.2020 regarding Extension of timeline for fixation of KRA 2020-21 and completing APAR for the year 2019-20 as per prescribed timeline.

In view of the nationwide lockdown due to spread of Novel Corona Virus (COVID-19), with the approval of Competent Authority, it has been decided to give an extension to respective authorities for completing the process of KRA/Goal fixation by the Appraisee and subsequent approval by the Appraiser for the year 2020-21. Accordingly, schedule of revised target dates are mentioned below:

Authority Concerned	KRA/Goal Fixation for the period 2020-21	
	Window opening date	Window closing date
For Appraisee	26.05.2020	09.06.2020
Approval by Appraiser	26.05.2020	15.06.2020

All officials are requested to kindly ensure that above timelines are followed scrupulously and take necessary actions at their end well in advance to avoid last minute rush/server busy issue. This relaxation is a one-time measure only.

(Debapati Saha Chowdhury)
Asst. General Manager (Pers.)

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