



  
**केन्द्रीय भण्डारण निगम**  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



**जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE**

No. CWC/IV-Online PMS/CRC/2017-18 / 268-A

Dated: 18.04.2018

To,  
All Regional Manager/Executive Engineers,  
CWC, RO/CC  
Ahmedabad, Bangalore, Bhopal, Bhubaneswar,  
Chandigarh, Chennai, Delhi, Guwahati, Hyderabad,  
Kolkata, Jaipur, Lucknow,  
Mumbai, Panchkula, Patna, Kochi & Raipur

Sir/Madam,

Please refer to this office Circular No. CWC/IV-Online PMS/CRC/2017-18 dated 18.10.2017 vide which it was communicated that, CWC will switch over to e-APAR for writing Annual Performance Appraisal Reports from 2017-18 onwards in respect of all Group-A&B officers in the level of E-0 & above. The e-APAR system is already functional in CWC and a Nodal Officer has also been nominated at its Region/Section of CO to monitor the day to day progress/pendency of e-APAR. All Nodal Officers have also been trained in implementation and functioning of e-APAR at Corporate Office and timely support is also extended from Corporate Office for any issues arising thereon.

With the objective to simplify the procedure, Nodal Officers have now been assigned the right to change and upload the mapping for their respective Regions/Sections and they are also given rights for viewing the pendency status of e-APAR so that Nodal Officers can monitor day to day progress of completion of e-APAR at their end for their Regions/Section.

It has also brought to our knowledge that some of the Reporting/ Reviewing officers have already assessed their subordinates in the physical form followed earlier by virtue of their retirement/separation from the services. Nodal Officers are requested to kindly send all such physical APARs to CR Cell at Corporate Office immediately for punching the data online so that e-APAR data is available in online mode in e-APAR for future references.

During the recent meeting conducted for Nodal Officers on 16.04.2018; MD, CWC has congratulated all the Nodal Officers/ RM for their support towards implementation of e-APAR system. He has however also expressed his concern to early completion of assessment for the year 2017-18 as most of the e-APAR for Group-A&B officers are required to be finally accepted/counter signed by Director (MCP)/Director (Pers) or MD level. Since, all these final accepting authorities are on the verge of retirement during May, 2018; timely assessment of all e-APARs becomes essential.

In view of the above, all Regional Managers/Section Heads are hereby requested to personally monitor the progress of e-APAR on daily basis and send a report regarding completion/pendency of e-APAR at their end on daily basis in following format by E-mail to [gmpers@cewacor.nic.in](mailto:gmpers@cewacor.nic.in) so that MD is apprised of day to day progress of e-APAR for each Region/Section.

Name of Region	Total e-APAR for 2017-18	Completed assessment at RM level	Pending assessment at RM level	Name of Nodal Officer	Mobile No. of Nodal Officer

Also where some JS or other Group-C employees are given the charge of Warehouse Manager; their CRs are required to be disposed off at Director (MCP) level. Hence, physical CR of such officials should also be sent immediately to CR Cell, CO for immediate disposal.

This is for strict compliance and monitoring at RM level.

Yours faithfully,



(Arvind Chaudhri)  
Group General Manager (Pers)

**Copy to:**

1. All HoDs, CWC, CO, New Delhi
2. GM (MIS), CWC, CO, New Delhi – for uploading this on CWC website
3. Sr. PA to Chairman, PPS to MD, SAM to Dir (Pers), PS to Dir (MCP) & PS to CVO, CWC, CO, New Delhi