



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/e-HRMS/APR-Review/2020/16738

Dated: 13.01.2020

To,

All RMs,
Central Warehousing Corporation,
Regional Offices.

Sub: - Online Submission of Annual Property Returns (APRs) as on 01.01.2020 by all employees - reg.

Sir,

The Annual Property Returns in Form-I and form-III as on 1st January every year is required to be filed by all group A, B, C & D employees as conveyed vide letter dated 14.02.2019. It is therefore requested that all employees have to file the Annual Property Return online in month of January of every year. This year the APAR of all employees be filled by 31.01.2020 and in all succeeding years it should be filled by 31st January. Link/Path for filling online Annual Property Return is as under:-

“Login in HRMS----Employee----- Request Manager----- Annual Property Return----- APR Submit”

Since last year the return is being filled through “online portal” and therefore the same will continue in coming years. The property return in respect of Group C and D employees will maintained at RO level and returns of Group A&B Officers shall be maintained at CO. In case of Group C & D employees working in ROs, respective Head of Establishment have been given rights for viewing the status of “online” annual property return filled and they can generate PDF of filled return form to maintain their record. Likewise, in case of Group A & B Officers (posted in Region) this information will be maintained at Personnel division, Corporate Office. Also, the APRs of Group C and D employees working in Corporate Office will be maintained at Corporate Office.

In case of transfer of Group C or D employee to other region, his folder of APRs will be sent online to that region and in case of any Group C employees is promoted to Group B cadre, his folder of APRs will be sent online to Corporate Office.

It may be ensured that the information submitted by Group A, B, C & D employees in the APR is complete and there is no open-ended remark like “No change, already given, NIL etc. Please be informed that once it is submitted no

alteration/ modification shall be allowed. In case of any open ended or vague remark the responsibility shall lie upon concerned incumbent.

All employees may also be requested to indicate the sanction/approval order number and date through which the Corporate Office/Regional Office has regularized the transaction.

All employees under the Region be apprised that all of them have now to submit APRs duly filed in all respect on online. If under any circumstance, the APR is not submitted within stipulated time then the same shall not be taken into consideration afterwards.



13/01/2020

(Somnath Acharya)
General Manager (Pers.)

Copy to:

1. All HODs, CWC, CO, New Delhi.
2. Sr.PA to MD/PS to Dir.(M&CP)/SAM to Director (Finance)/PS to Director(Pers.) , CWC, CO, New Delhi.
3. PPS to GGM (MIS) – with the request to upload it on the CWC website.
4. Notice Board for information to all.