



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No.CWC/IV-PMS/CRC/2018-19

Dated:- 13.02.2019

RM, CWC, RO

AHD, BLR, BPL, BBSR, CNI, CHD, DLI, GHY, HYD, JPR, KOL, KOCHI, LKO, MUM, PAT.

Sub: Completion of e-APARs for the year 2018-19 of Group "A&B" Officers...reg.

Madam / Sir,

Reference is invited to this office letter dated 22.03.18, circulars of even dated 02.05.18, 19.07.18, 01.08.18, 28.09.18 and 31.10.18, wherein, it was impressed upon to adhere to the mentioned provision and ensure that the e-APARs are closed at the end of current financial year. The delay in submitting the Self-Appraisal/ Reporting / Reviewing / Countersigning or Completion of e-APARs adversely affects the process of Confirmation / Up-Gradaation / Promotion / PRP etc. It was also advised that these guidelines may strictly be adhered to.

Further, you may also refer our Hon'ble MD's letter dated 26.07.18, wherein, it was directed to submit their KPAs at the time of beginning of the assessment year as the purpose of setting target is defeated due to non-fixation of KPAs of officers within stipulated time and was considered a gross failure on part of all concerned.

To ensure completion of e-APARs for the year 2018-19, detailed content of guidelines and time schedule were brought to the notice and all concerned were also advised to see more details by login to our website www.cewacor.nic.in and go through e-APAR circular & User Manual under the link "**Manuals / Videos of Softwares**"

Or

Click to the link, mentioned below:-

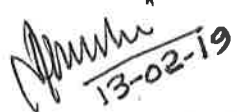
➤ http://cewacor.nic.in/index.php?option=com_content&view=article&id=271&Itemid=57&lang=en

On scrutiny of the records, it is observed that inspite of several requests and extension of time schedule on many occasions, **KPA Fixation / Mid-Year Review** for the year **2018-19** has not been completed by some officials so far which may be due to frequent changes in Mapping / Functioning errors in the system / retiring of some officials.

Please be informed that this is a continuous process and it is the responsibility of all individuals (Employees) and Nodal Officers (for e-APAR) of the respective region to ensure that all APARs of officials working under their region should have been generated, assessed and completed as per the prescribed time frame. Further it is pertinent to mention here that any e-APAR for the period (01.04.18 to 31.03.19) not generated and approved before 31st March, will not be opened for final assessment and the period will be treated as "Non-APAR".

In view of the above, it is again requested to all concerned to complete the **KPA Fixation / Mid-Year Review** process immediately and send the same to all concerned within prescribed time frame.

Above guidelines may be followed scrupulously by all concerned.


13-02-19
(Arvind Chaudhri)

Group General Manager (Pers.)**Copy to:-**

1. All HoDs, CWC, CO, New Delhi:-with the request to bring the content of the letter to all concerned.
2. GM (MIS), CWC, CO, New Delhi – for updating this on CWC website.
3. Sr. PA to Chairman / Sr.PA to MD, SAM to Dir. (Fin.), PS to Dir.(MCP), PS to CVO, CO, New Delhi.
4. Guard file.