



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

BY SPEED POST/CONFIDENTIAL



No.CWC/CO/IV-CRC/PMS/CRC/2019-20/12017

Dated:-22.11.2019

RM, CWC, RO

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

Sub: Timely completion of e-APARs/ ACRs Process.....reg.

Madam/Sir,

Reference is invited to following correspondences regarding timely completion of e-APARs/ACRs:-

- Circular/Letter No. 93-A dated 13.02.2019, letter No. 742-D dated 01.04.2019, letter No. 267-D dated 03.05.2019, letter No. DN-8266 dated 30.09.2019 & letter No. 10988 dated 11.11.2019.
- Letter from MD dated 23.07.2018 and 26.07.2018.
- Dir. (Pers.) DO letter dated 25.07.2019.

On Scrutiny of the records, it is observed that despite several requests and extension of time limits on many occasions, **assessment for 2018-19 and KPA fixation/ Mid-Year Review for the year 2019-20** has not been completed by some official till date. The matter has been viewed seriously by top management.

In this connection, now Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution vide their letter F No. 6-4/2019-SG-I dated 14.11.2019 has forwarded a copy of DoPT letter dated 18.05.2015 for inclusion of a specific provision in the relevant rules that e-APAR not completed by 31st December of the year would be treated as time barred. The relevant extracts are reproduced here under:-

"If an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment in time."

As per DoPT guidelines, the Reporting Officer should not delay the initiation of APAR for want of the self-appraisal of the officer to be reported upon. In case the officer reported upon does not submit the APAR form along with self-appraisal, the Reporting Officer should remind the officer reported upon, in writing, to submit the self-appraisal by stipulated date. If no self-appraisal is received, the Reporting Officer should initiate the APAR, clearly mentioning the reason for the same.

In view of the above, all concerned are requested to complete e-APARs/ACRs process as per laid down timelines. Individual responsibilities would be fixed for unwarranted failure for adherence of the timelines.

Encl. as above.

(Pawan Kumar)
DGM (Pers.)

JS (MIS)
ARL

25/11/19.

Copy To:-

- All HODs, CWC, CO, New Delhi- with the request to bring the content of the letter to all concerned.
- GM (MIS)**, CWC, CO, New Delhi- for updating this on CWC Website.
- PS to Chairman/ Sr. PA to MD/ SAM to Dir. (Fin.), PS to CVO, CO New Delhi.

F.No.6-4/2019-SG-I
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Food and Public Distribution
(Storage-I Section)

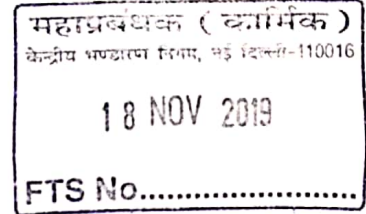


Krishi Bhawan, New Delhi.
Dated: the 14th November, 2019

To,

(1) The Managing Director,
Central Warehousing Corporation,
4/1, Siri Institutional Area,
August Kranti Marg, Hauz Khas,
New Delhi - 110016

(2) The Managing Director,
Central Railside Warehouse Company Limited,
Ground Floor, Pragati Maidan Metro Station Building,
New Delhi - 110016



Subject : Ensuring writing of APAR of PSU executives on time - regarding .

Sir,

I am directed to forward herewith a copy of DOPT's DO No.20/31/2019-EO(ACC), dated 31/10/2019 (copy enclosed) on the subject mentioned above.

2. It is requested that DPE's guidelines prescribing timeline for writing APARs may be strictly complied and necessary instruction to the concerned may be issued under intimation to this Department.

Encl : as above

Yours faithfully,

[Rajshri Khalkho]

Under Secretary to the Government of India
Tel : 011-2338-2240

e
PAC / N. A.

MD

9/ 1) SAM to DCF
2) PS to DCP
3) PA to CVJ
4) GM(P)/SAM(CP) | for necessary action.
DGM(CD)



No.2/9/2015-EO(ACC) 50
 भारत सरकार
 कार्मिक और प्रशिक्षण विभाग
 कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
 नोर्थ ब्लॉक, नई दिल्ली 110001
 GOVERNMENT OF INDIA
 DEPARTMENT OF PERSONNEL & TRAINING
 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
 AND PENSIONS
 NORTH BLOCK, NEW DELHI-110001

Dated: May 18, 2015

To
 Cadre Controlling Authorities
 (as per the enclosed list)

Dear Sir/Madam,

I wish to bring to your kind attention the direction of ACC for inclusion of a specific provision in the relevant rules of Central Civil Services that APAR not completed by 31st December of the year would be treated as time barred. The details are as follow:

2. The ACC while considering a proposal for appointment of CMD in a PSU has observed that non-adherence to stipulated time lines in finalising APARs is a recurrent problem in all Sectors of the Government. Sometimes, it is the assesses who do not submit their self appraisals in time and sometimes the delay is due to Reporting/Reviewing/Accepting Authorities not adhering to the time-lines. Often cases of undated appraisal/comments are noticed and possibility of back dating can also not be ruled out.

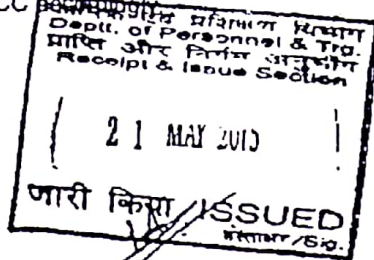
3. With a view to address the above issues, the ACC has directed the Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all Cadre Controlling Authorities (for Central Civil Services in respect of cadres controlled by them) to include the following provision in the relevant rules governing the APARs of the Service:

" if an APAR for a Financial Year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self assessment in time".

4. It is suggested that the DPE, DFS and other Cadre Controlling Authorities may also introduce on-line filing of APAR. DOPT had launched on-line application christened as SPARROW w.e.f. 1st April, 2014 to enable the IAS officers to file their PARs online. The SPARROW can be tweaked/modified by the SPARROW team of NIC as per the specific requirements of the Services. In this regard, you may kindly refer to my earlier letter dated 21.04.2015(copy enclosed) indicating the advantages accrued from the implementation of on-line filing in respect of IAS officers and steps required to be taken for rolling out the on-line system to other Services

5. The Department of Public Enterprise (for CPSEs), Department of Financial Services (for PSBs, FIs and Insurance Companies) and all cadre controlling authorities (for Central Civil Services in respect of cadres controlled by them) are, therefore, requested to comply with the directions of the ACC and also take steps as outlined in the para 5 of the enclosed letter for rolling out the online system.

6. An action taken report on para 3 and 4 above may be sent to this Department urgently for apprising the ACC accordingly.



Yours sincerely

 (Rajiv Kumar)
 Establishment Officer



सूचना
 का अधिकार

<http://persmin.gov.in>

A/2019/SO(STG)
P. K. TRIPATHI
ESTABLISHMENT OFFICER &
SPECIAL SECRETARY
Tel: 23020370, Fax: 23193142
Email: a30@nic.in



404 अक्षर
भारत शासकीय सेवा
विभाग, लोक सेवा आयोग का मुख्यालय
नई दिल्ली, पिन-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

303716
6/11/2019

D.O.No 20/31/2019-EO(ACC)

Dated: October, 2019

Dear Sir/Madam,

I wish to bring to your kind attention the direction of ACC conveyed vide D.O. letter No 2/9/2015-EO(ACC) dated 18.05.2015 (copy enclosed) regarding *inter-alia*, writing of APARs of Public Sector Undertaking (PSU) executives within prescribed timeline. Further, the Department of Public Enterprises (DPE) have also issued guidelines from time to time prescribing timelines for writing APARs in respect of PSU executives.

While considering a proposal for appointment in a CPSE, the ACC has again directed that all Secretaries to the Government shall ensure that APARs of PSU executives are written within time in all the PSUs under their administrative charge.

In view of the above, you are kindly requested to issue necessary directions for ensuring strict compliance to DPE's guidelines prescribing timelines for writing APARs of PSU executives under your administrative charge.

With regards,

Yours sincerely,

(Signature)
(P. K. Tripathi) 13/10/19

AS (Sign)
JS(A)
JS(P)

To,

All Secretaries to the Government of India

(Signature)

so (sig. I) / so (sig. II)

(Signature)
09/11/19

