



No.CWC CO PDOESTT/1464/2020-PERS

Dated: 11.01.2021

To,  
All RMs,  
Central Warehousing Corporation,  
Regional Offices.

**Sub: - Online Submission of Annual Property Returns (APRs) as on 01.01.2021  
by all employees – reg.**

Sir,

The Annual Property Returns in Form-I and form-III as on 1<sup>st</sup> January every year as required to be filed by all group A and B officers are now required to be filed by all group A,B, C and D employees as already intimated to you vide this office letter No. CWC/I-APR Review/Admn dated **23.12.2016**. It is therefore requested that all employees to file the Annual Property Returns online as on **01.01.2021** latest by **31.01.2021**. Link/Path for filling online Annual Property Return is as under:

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

Since last two years the return is being filled through online portal and the same will continue this year. Accordingly, property return in respect of Group C and D employees in Region is being maintained at RO level and returns of Group A&B Officers are being 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 filed 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 is allowed.

The officers/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. In case of any open ended or vague remark the responsibility shall lie upon concerned incumbent.

All employees are required to submit APRs duly filed in all respect directly as this is an online system there is no need to send/submit it through their Controlling Authority. If under any circumstance, the APR is not received within stipulated time then the same shall not be taken into consideration afterwards.

**(Anil Manik Rao)**  
**Group General Manager (Pers.)**

**Copy to:**

1. All HoDs, CWC, CO, New Delhi
2. PPS to Chairman/PS to Managing Director/SAM to Director (Fin.)/PS to Director (Pers.)/PA to CVO, CWC, CO, New Delhi
3. SAM (MIS),CWC, CO New Delhi with the request to upload it on the CWC website
4. Notice Board for information to all.