



  
**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-CRC/e-APAR/2019-20/**

**Dated: 28.03.2020**

**CIRCULAR**

**Sub: Writing of eAPAR/ACR and Setting up of KPAs**

The Annual Performance Appraisal Report (APAR) of all Group – A & B officials is to be written annually (financial year wise) as per the provisions of the Performance Management System (PMS) introduced in the Corporation since the year 2013-14. Certain Key Performance Areas (KPAs) have been fixed by every Assessee in the beginning of the current financial year i.e. 2019-20 and now their assessment will be done by their Appraiser on the achievements against these KPAs at the end of the current financial year by awarding marks. Similarly, other attributes i.e. competencies etc are also to be adjudged and the weightage is to be assigned numerically. **KRA Setting/Mid-Year Review** process has almost been completed by concerned Appraisee/Appraisers,

In view of the above, it is reiterated that **Final Assessment / Year End Review** of APARs for the year 2019-20 and **Target Assignment/KPAs Fixation** for the next financial year i.e. 2020-21 in respect of Group A & B officials is to be completed in strict adherence to the schedule promulgated vide CO, New Delhi letter No. 981D dated 18-10-2017.

The window for assessment / KRA fixation will be opened as under:-

Authority concerned	Time Schedule for Opening of Window	
	Completion of APAR for year 2019-20	Fixation of KPAs for the year 2020-21
For Appraisee	1 <sup>st</sup> April - 30 <sup>th</sup> April	1 <sup>st</sup> April - 20 <sup>th</sup> April
Approval by Appraiser	1 <sup>st</sup> April - 10 <sup>th</sup> May	1 <sup>st</sup> April - 30 <sup>th</sup> April
Reviewer	1 <sup>st</sup> April - 20 <sup>th</sup> May	
Accepting Authority	1 <sup>st</sup> April - 31 <sup>st</sup> May	

While filling e-APAR the following guidelines may also be taken into account:-



  
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1. In case there is delay in submission of self-appraisal by the officer to be reported upon, the Reporting Officer shall submit the APAR without self-appraisal, making a suitable note. In such cases, Appraiser has the right to do the goal setting, Mid-Year Review and Final Year evaluation of the employee. The window will be opened separately to Appraiser in such cases, after closing of prescribed timeline.
2. The Appraiser has to assess (Mid-Year/Year End Review) working of the employee who has worked under him/her for at least 3 months. In case, the Appraiser/Reviewer/Countersigning Authority is not available/retired/transferred etc, the Mid/Final Year Review will be completed by the existing Appraiser/Reviewer/Countersigning Authority.
3. Necessary document or secret note has to be uploaded by the reporting officer in case integrity of the Assessee/Appraisee is marked doubtful.
4. The Reporting officer has to ensure that the objective of APAR is to present the truest possible picture of the assessee with regard to his performance, conduct, behaviour and potential. It is not meant to be a fault-finding process but a developmental one.

Timely submission of all APARs is imperative to ensure timely and smooth execution of processes related to confirmation, up-gradation, promotion, pay fixation, PRP etc. Hence all reporting officers are requested to ensure timely completion of activities. Non-completion of APAR related activities on time may be reflected in APAR of the reporting officer and can be graded accordingly.

All officials are requested to ensure that above timelines are followed scrupulously by all concerned.

**(Pawan Kumar)**  
**Dy. General Manager (Pers)**

**Distribution:**



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1. All HoDs, CWC, CO, New Delhi
2. All RMs, CWC, RO.
3. GGM(MIS), CWC, CO New Delhi – for updating this on CWC website.
4. PS to Chairman, Sr. PA to MD, PS to Dir.(Pers.), SAM to Dir.(Fin.), PA to CVO, New Delhi.