



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Govt. of India Undertaking)



No. CWC/IV-Online PMS/CRC/2017-18

Dated 18th October, 2017

CIRCULAR

CWC, as a part of Digital India initiative and also as one of the compulsory MoU target with Department of Food & Public Distribution, Govt. of India has initiated the process of management of Electronic Annual Performance Appraisal Reports (e-APAR) in respect of all Executives (E0 and above). This online application is designed for management and automation of process of APAR from the initiation stages such as setting of KPAs, Mid-term review, Annual review and assessment by Reporting, Reviewing and Countersigning/Final Accepting Authority. Online APAR system also includes development plan/training needs in physical form. The new system shall be implemented starting with the assessment year 2017-18, which will go live on **31st October, 2017** and initially the system shall be available for the Executives in the level of E0 and above.

The very idea of switching over from manual to online system was to ensure ready access of APAR by the authorized officer, preventing loss of APAR in transition, non-recording of proper remarks with date including adverse remarks by Reporting authorities etc. All these issues have been addressed in eAPAR. No manual APAR in respect of any officer (E0 and above) shall be accepted from the year 2017-18 onwards. The goal fixation/KPA fixation exercise which has been undertaken in the month of April, 2017 in the material form will have to be migrated online and mid-year review as prescribed in PMS scheme for all the APARs falling due in the month of October, 2017 will have to be taken up online only.


For smooth functioning of eAPAR process, detailed guidelines consisting of various activities, process flow, time lines for completing eAPARS, etc. has been given at **Annex-I, I(a) & I(b)**. Also

Signature
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in each region, one Nodal Officer has been nominated who has been trained in implementation of online APAR shall be contacted in case of any difficulty in filling e-APAR.

****All Nodal Officers are required to submit the duly filled in e-mailed template latest by 25-10-17.***

The above guidelines may be followed scrupulously by all concerned.


18/10/2017

(P.K. Saw)

Dy. General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All RMs/SEs/EEs for circulation to all concerned.
3. GM(MIS), CWC, CO, New Delhi – for updating this on CWC website
4. Sr. PA to Chairman, PPS to MD, SAM to Dir(Pers), PS to Dir(MCP), PS to CVO, CWC, CO, New Delhi

Annexure-I

ROLLOUT OF ON-LINE APPRAISAL SYSTEM IN CWC

The salient features of the system, General Guidelines/instructions for submitting template, the roles of designated Nodal Officer by the Region/CC/Division and the action plan in order to effective implementation of e-APAR are as under:

(A) Salient Features: -

- 1) The existing APAR writing scheme has been re-named as “**e-APAR**”.
- 2) CWC has appointed Nodal Officer(s) for e-APAR on the recommendation of concerned Regional Manager/ Divisional Head.
- 3) The system has been designed in a way that all present formats of Appraisal (Cadre wise) have been converted into e-format.
- 4) Users:
 - a. Employee – Appraise
 - b. Reporter- Appraiser
 - c. Reviewer
 - d. Accepting Authority - Counter Signatory

The abovementioned users shall access to e-APAR by logging through individual User ID (CPF Code) and Password of Payroll/HRMS available at CWC Website.

- 5) The User Manual of PMS (e-APAR) is available at CWC website.
- 6) Reviewing of Mapping of Appraise, Appraiser, Reviewer and Counter Signatory shall be done on monthly basis by the Application Administrator at CR Cell on the basis of monthly report submitted by Regions & Divisions in prescribed template.

7) Goal Setting & Mid Year Review for Current Year (w.e.f 1st April 2018 onwards): -

- a) The Application Administrator shall open a window for goal setting by the Appraise and subsequent approval of the Appraiser which shall be remained open w.e.f. 1st April to 30th April.
- b) The Application Administrator shall open the window for mid-year review of goals/achievements including approval of the Appraiser in case there is change in goals of appraise which shall be remained open w.e.f. 1st October to 31st October.

8) Year End Review (For Previous Year w.e.f 1st April 2018 onwards): -

- a) The Application Administrator shall open the window for Appraise to enter its achievements against the approved goals which shall be remained open 1st April to 30th April.
- b) The Application Administrator shall open the window for Appraiser to assess the achievements and due marking against each goal which shall be remained open w.e.f. 1st April to 10th May.

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- c) The Application Administrator shall open the window for Reviewer to assess the performance and due marking against each goal which shall be remained open w.e.f. 1st April to 20th May.
- d) The Application Administrator shall open the window for Counter Signer for final acceptance and rating which shall be remained open w.e.f. 1st April to 31st May.
- e) The Application Administrator shall convey the adverse/ below benchmark APR to appraise for representation if any by opening a window w.e.f 15th June to 30th June.
- f) The CR Cell shall open the window for the appraise whose e-APR have been marked with adverse remarks and below benchmark for representation w.e.f. 15th June to 30th June. The information shall be conveyed to such individuals through SMSs and Emails. The notification of such representations shall be conveyed automatically through system to concerned Appraiser, Reviewer and Counter Signatory simultaneously for decision and the window for all shall be remained open w.e.f 1st July to 31st July.
- 9) In case there is change in position/posting of Appraise or Appraiser of Appraise (s) in mid of the year after goal setting in April which shall be informed to CR Cell by concerned Nodal Officer of the Region/Division through prescribed template (At Point 6 above). The Application Administrator shall open window for Appraise /Appraiser as the case may be from time to time.
- 10) The opening of window(s) as stated above shall be intimated to all concerned through E-mail and SMS alert. The alerts shall be repeated weekly during the opening of window(s).
- 11) At year End Review of Appraisal, in case there is change in Reviewer or Counter Signatory during the appraising period, the present Reviewer and Counter Signatory shall exercise their roles subject to the Appraise must have worked under the Reviewer & Counter Signatory for not less than three months.
“In case the period of Appraisee is still less than three months under last appraiser, last reporting/reviewing officer may fill the entire period e-APAR taking into consideration the remarks of past reporting/reviewing officer.”
 (See Annexure-I(a))

(B) General Instruction for Filling Template

- 1) The template to be submitted by all Nodal Officer(s) of Region(s)/Division(s) on monthly basis have 20 columns. The details of column wise is as under: -
 - a) Employee/Appraiser/Reviewer/Counter Signer ID: The CPF Code of the Employee/Appraiser/Reviewer/Counter Signer ID. In case of Management Trainee (MT), the ID shall be specific number in pay roll system. Also, you can select from drop down option.
 - b) Change Date: No need to fill this column at RO/Division level.

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- c) Effective Date: This is the joining date at the place of posting/change of work order/change of cadre etc. of Appraise or Appraiser.
- d) Designation ID: This represent the abbreviated form of Designation e.g. Senior Assistant Manager (General) shall be SAM (G) or Executive Engineer (Civil) shall be EE(C) etc. You may also select the option from the drop down list.
- e) Grade: This means the pay scale of individual officer and the scale starts from E-1 to E-8 consist of Superintendent/Accountant to GGM. The grade shall be of Appraise (Employee) only in the template.
- f) Location Name: It means the Region/Place at which an employee is posted. Select option as per the drop down given on the template.
- g) Location Id: This represents the abbreviated form of Location Name. Select option as per the drop down given on the template.
- h) Appraiser/Reviewer/Counter signer Id: It represents the CPF Code of concerned Appraiser/Reviewer/ Countersigning Authority.
- i) Department Name: It means the Division or warehouse at which an employee is posted. Select option as per the drop down given on the template.
- j) Department Id: This represents the abbreviated form of Department Name. Select option as per the drop down given on the template.

(C) Role of Nodal Officers at Region and Division:

- 1) All nodal Officers shall educate/ guide and help all concerned officers under their jurisdiction in goal setting, Mid Year Review and Year End Review which includes all appraise, appraiser, reviewer and counter signatory.
- 2) All nodal officer shall submit the duly filled in template (already e-mailed at the Ids of Nodal Officers and Regional Manager/Divisional Head) as per above mentioned guidelines latest by 3rd of every succeeding month for mapping **at the official Email of CR Cell through only official ID of Regional Manager/Divisional Head.** In case there is no change in appraise and appraiser during the month, the template shall be submitted as **NIL.**
- 3) All Nodal Officers must guide to all A&B officers that they must update their e-mail ID and mobile number by login in into their account at Payroll Software Application.
- 4) In case, there is any change in nominated Nodal Officer at Region/Division, the same may be intimated to CR Cell immediately with all his/her credentials. These details may be informed to CR Cell only through the official E-mail id of Regional Manager/Divisional Head.

Since Competent authority has approved that this e-APAR Software Application shall be made **“Go Live”** on 31st October 2017. The Appraiser of all A & B officers shall be done through e-APAR for the Assessment Year 2017-18 onwards.

It has been decided that the application administrator shall open the Goal Setting & Mid Year Review window for assessment year 2017-18 w.e.f 1st November 2017 to 31st December 2017.(see Annexure-I(b)).

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Annexure-I(a)

PROCEDURE / TIME FRAME FOR COMPLETING e- APARs
(From 2018-19 onwards)

STEP 1:- GOAL SETTING FOR THE CURRENT YEAR

1st April to 30th April

| Authority concerned | Time Schedule |
|----------------------------|---|
| Appraisee | 1 st April -- 20 th April |
| Approval by Appraiser | 1 st April -- 30 th April |

STEP 2:- MID-YEAR REVIEW

1st October to 31st October

| Authority concerned | Time Schedule |
|----------------------------|---|
| Appraisee | 1 st October -- 20 th October |
| Approval by Appraiser | 1 st October -- 31 st October |

STEP 3:- YEAR END REVIEW (FOR PREVIOUS YEAR)

1st April to 31st May

| Authority concerned | Time Schedule |
|----------------------------|---|
| For Appraisee | 1 st April -- 30 th April |
| Approval by Appraiser | 1 st April -- 10 th May |
| Reviewer | 1 st April -- 20 th May |
| Accepting Authority | 1 st April -- 31 st May |

STEP 4:- REPRESENTATION, IF ANY (For Adverse Grading /Below Benchmark Only)

15th June to 31st July

| Authority concerned | Time Schedule |
|--|--|
| Opening of Window for dealing Adverse / Below Benchmark APRs | 15 th June -- 30 th June |
| Comments by Appraiser | 1 st July -- 10 th July |
| Comments by Reviewer | 1 st July -- 20 th July |
| Decision by Countersigning Authority | 1 st July -- 31 st July |

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Annexure- I(b)

**PROCEDURE / TIME FRAME FOR COMPLETING APRS FOR
YEAR 2017-18**

STEP 1:- GOAL SETTING FOR THE CURRENT YEAR AND MID-YEAR REVIEW **1st Nov to 31st Dec**

| Authority concerned | Time Schedule |
|----------------------------|--|
| Appraisee | 1 st November to 15 th December 2017 |
| Approval by Appraiser | 1 st November to 31 st December 2017 |

STEP 2:- YEAR END REVIEW (FOR PREVIOUS YEAR) **1st April to 31st May**

| Authority concerned | Time Schedule |
|----------------------------|---|
| For Appraisee | 1 st April 2018 -- 30 th April 2018 |
| Approval by Appraiser | 1 st April 2018 -- 10 th May 2018 |
| Reviewer | 1 st April 2018 -- 20 th May 2018 |
| Accepting Authority | 1 st April 2018 -- 31 st May 2018 |

STEP 4:- REPRESENTATION, IF ANY **15th June to 31st July**

| Authority concerned | Time Schedule |
|--|--|
| Process for dealing Adverse / Below Benchmark APRs | 15 th June 2018 -- 30 th June 2018 |
| Comments by Appraiser | 1 st July 2018 -- 10 th July 2018 |
| Comments by Reviewer | 1 st July 2018 -- 20 th July 2018 |
| Decision by Countersigning Authority | 1 st July 2018 -- 31 st July 2018 |

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