



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/e-HRMS/APR-Review/2019-20/120-A

Dated: 14.02.2019

To,

All RMs,
Central Warehousing Corporation,
Regional Offices.

**Sub: - Online Submission of Annual Property Returns (APRs) as on 01.01.2019
by all employees - reg.**

Sir,

The Annual Property Returns in Form-I and form-III as on 1st 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 **01.01.2018** latest by **28.02.2019**. Link/Path for filling online Annual Property Return is as under:

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

As per existing practice the 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. However, this time return is to be filled online and accordingly online returns of Group C & D Officials will also be maintained at RO level and Head of Establishment of respective region 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. 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. Employees who have already submitted their Annual Property Return in manual form are mandatorily required to submit again on online mode. In any case, the APR is not received within stipulated time then the same shall not be taken into consideration afterwards. The duly filled in APRs should reach to Corporate Office/RMs/CC Heads by **28.02.2019**.



(Arvind Chaudhri)
Group General Manager (Pers.)

Copy to:

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