



**No. CWC/CO/CRC/e-APAR/2020-21**

**Date: 25.10.2020**

## **CIRCULAR**

### **Sub: Disclosure of e-APAR for assessment year 2019-20**

It is informed herewith that the annual appraisal (e-APAR) process for the assessment year 2019-20 has been concluded. The assessment sheets for the year 2019-20 will be disclosed on 26.10.2020. Concerned officers may view/download/print respective Assessment Sheet from 26.10.2020 onwards by accessing PMS section under Employee Corner of the HRMS. For making any representation, guidelines mentioned below may please be followed:

1. The officer reported upon, on disclosure of the appraisal report, may avail the opportunity to submit representation, if any, directly to the AGM (CR), CWC, CO, New Delhi, within **fifteen days** of disclosure of e-APAR on HRMS portal. No representation shall be accepted from the officer reported upon, if such representation is not received within the stipulated time of **fifteen days**.
2. Representation may be supported with relevant documents to establish the statement of the representing officer in a better way.
3. Employee should mention her/ his name, designation, CPF Code & place of posting in her/his representation.
4. The representation, if any shall be restricted to the specific factual observations contained in the report leading to the appraisal of the officer in terms of attributes, work output and competency and grading.
5. In case representation is submitted using paper mode, the envelop containing the representation should be superscribed with **"CONFIDENTIAL - CR CELL"** and should reach to AGM(CR), CWC, CO, CR Cell within 15 days from the date of releasing of e-APAR on CWC website (HRMS).

6. The below steps can be followed for viewing/downloading completed e-APAR 2019-20 in HRMS portal :-

- i. Login into HRMS.
- ii. Select Employee role.
- iii. Click on e-APAR sub-tab under PMS tab.
- iv. Click on Assessment Sheet sub-tab under Employee tab.
- v. Select Assessment period.
- vi. Click on view button.

**(Debapati Saha Chowdhury)**  
Asst. General Manager (Pers)

Distribution to:

1. HoDs, CWC, CO, New Delhi .
  2. RMs, CWC, ROs.
- } with the request to bring the content of this  
} circular to concern officials under their control

Copy for information please:

1. Sr. PA to MD/ SAM to Dir. (Fin.)/ PS to Dir. (Pers.), CWC, CO, New Delhi.
2. MIS Division, CWC, CO, New Delhi, for arranging to upload on the CWC's website.