



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)
जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC/IV-CRC/e-APAR/2020-21/

Dated: 27-05-2021

CIRCULAR

Sub: Writing of e-APAR and Setting up of KPAs: Extension of timelines

This has reference to the circular no. CWC/IV-CRC/e-APAR/2020-21 dated 31.03.2021, vide which the timelines for writing of Annual Performance Appraisal Report (APAR) of all Group – A & B officers for the appraisal year 2021-22 was promulgated.

In view of the current pandemic conditions, the revised timelines for completion of activities related to writing of APARs shall be as per the following schedule:

Authority concerned	Time Schedule for Opening of Window	
	Completion of APAR for year 2020-21	Fixation of KPAs for the year 2021-22
For Appraisee	27 th May – 2 th June	27 th May – 05 th June
Approval by Appraiser	27 th May – 05 th June	27 th May – 05 th June
Reviewer	till 15 th June	-
Accepting Authority	till 20 th June	-

The current window is being opened as a last opportunity in view of the pandemic. It is reiterated to ensure that the KPAs are to be submitted within the time limit, after having mutual discussion between the Appraisee and the Appraiser.

This issues with the approval of the competent authority.

(Sumit Kumar)
Manager (CR)

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1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. GGM (System), CWC, CO, New Delhi- with a request to uploading it on CWC website
4. PS to Chairman, PS to MD, Secretariat Dir. (Fin.), PS to Dir. (Pers), PS to Dir(M&CP), PA to CVO, CWC, CO, New Delhi.