



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/CO/CRC/e-APAR/2021-22

Date: 31.12.2021

CIRCULAR

Sub: Disclosure of e-APAR for assessment year 2020-21

The annual appraisal (e-APAR) process for the assessment year 2020-21 has been concluded. The assessment sheets for the year 2020-21 will be disclosed on 03-01-2022. Officers concerned may view/download/print respective Assessment Sheet from 03-01-2022 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 received after the stipulated time of **fifteen days** is over.
2. Representation may be supported with relevant documents to establish the statement of the representing officer in a better way.
3. Employee may 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. The representation must be submitted through e-office only and the file should be titled as **"CONFIDENTIAL - CR CELL (Employee CPF Code)"** and may reach to AGM(CR), CWC, CO, CR Cell within 15 days from the date of releasing of e-APAR on CWC website (HRMS), i.e., on or before 18.01.2022.

6. The below steps can be followed for viewing/downloading completed e-APAR 2020-21 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.
3. Sh. Prince Kumar, MGR (HRMS) for arranging the view/download/print of APARs for all Group A & B officers concerned (Upto E-7 & below level) as per the circular above.