



No. CWC CO-PD0CR/2/2020-PERS

Dated:- 19.12.2022

## CIRCULAR

In continuation of circular No. CWC/IV-CRC/e-APAR/2022-23/ dated: 29-03-2022, vide which the timelines for writing of Annual Performance Appraisal Report (APAR) of all Group – A & B officers for the appraisal year 2022-23 was promulgated.

It is noted that mid-year review is still pending in case of some of the employees. In view of the same, the timelines for Mid-Year Review have been extended with the approval of the Competent Authority as per the following schedule:

Authority Concerned	Mid-year Assessment for the period 2022-23	
	Window opening date	Window closing date
For Appraisee	20.12.2022	29.12.2022
For Appraiser	20.12.2022	29.12.2022

It is therefore, requested to all concerned to complete the **Mid-Year Review** process within prescribed timeline.

The above guidelines may kindly be followed scrupulously by all concerned.

(Sumit Kumar)  
Manager (CR, Trng. & Policy)

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1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices

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