



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

Dated:- 17.01.2023

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	18.01.2023	24.01.2023
For Appraiser	18.01.2023	24.01.2023

It is therefore, requested to all concerned to complete the **Mid-Year Review** process within prescribed timeline. In case, the review is incomplete after the above prescribed timelines, the already assign Goals shall freeze on as is basis.

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

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

Distribution:

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

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