



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



**CWC CO-PDOCR/72/2023-PERS/Ext-I**

**Dated:- 28.11.2023**

**CIRCULAR**

This has the reference to the circular no **CWCCO-PDOCR/72/2023-PERSONNEL** dated: **09-10-2023** regarding timelines for submission of Mid-Year Review for the year 2023-24. In view of the fact that, some of the officers were unable to complete the same within the specified given time lines, hence, the dates for completion of Review Mid-Year process for the year 2023-24 have been extended as below:

**For Appraisee:** To be submitted on or before **05<sup>th</sup> Dec. 2023.**

**For Appraiser:** To be submitted on or before **15<sup>th</sup> Dec. 2023.**

It is therefore, all concerned are requested to complete their Mid-Year Review process within prescribed timeline by following the above guidelines scrupulously.

**Note:** In this connection, all the respective Region Nodal Officers are requested to follow up the KRA/KPA goal sheet 2023-24, pending cases at Employee level/Appraiser level, if submitted / approved the same may be ensured for releasing the Mid-Year Assessment sheet for the concerned.

(Manisha Sabharwal Wadhwa)  
DGM (CR)

**Distribution:**

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

} **with the request to bring the content of this circular to concern officials under their control.**

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3. PS to MD, PS. to Dir. (M&CP), PA to Dir. (Fin.), PPS to Dir. (Pers.), PS to AGM (Vig.), CWC, CO, New Delhi.
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