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Azadi Ka
Amrit Mahotsav



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 PDOESTT/1464/2020-PERS

Dated: 04.01.2024

The Regional Manager,
Central Warehousing Corporation,
All Regional Offices.

**Sub: - Online Submission of Annual Property Returns (APRs) as on
01.01.2024 - reg**

Sir,

1. Refer this office letter No. CWC/I-APR Review/Admn dated 23.12.2016 on the subject.
2. As already intimated vide circular ibid, the Annual Property Returns as on 1st January every year is required to be filed by all Group A, B, C and D employees in Form-I and III. The return is to be filed online on HRMS Portal through following path: **'Login in HRMS >> Employee >> Request Manager >> Annual Property Return >> Submit APR >> New'**
3. Property return in respect of Group C and D employees of the Region is to be maintained at RO level. All Estb Heads in ROs have the viewing rights for the status of filing of online annual property return by employees in the Region. APR filed can be downloaded in PDF format and attached in the personal eOffice file of the concerned employee.
4. In case of inter region transfer of Group C or D employees, his/her APR folder is to be sent to the next Region through eOffice. In case, any Group C employees is promoted to Group B cadre, his/her APR folder is to be to Corporate Office. All Estt Heads to check and ensure that the information submitted by Group A, B, C & D employees in the APR is complete and there is no open-ended remark like "No change, already given, NIL' etc. **It may be noted that no alteration/modification is allowed once the APR is submitted.** The officers/employees may also be requested to indicate the sanction/approval order number and date for regularization of the transaction in the Remarks column of the Form-1 provided in HRMS. In case of any open ended or vague remark the responsibility shall lie upon concerned employee and Estt Head.

5. It is therefore requested that all employees in the Region be advised to file Annual Property Returns online as on **01.01.2024** latest by **31.01.2024**. If under any circumstance, the APR is not received within stipulated time then the same shall not be taken into consideration afterwards.

(Sidharth Rath)
General Manager (Personnel)

Copy to

1. All HoDs, CWC, CO, New Delhi – for info and sensitizing Division staff
2. GM(MIS), CWC, CO New Delhi - with request to kindly arrange for upload on CWC Website
3. Notice Board - for information to all.

Info

PPS to MD/Dir (Pers.)/Dir (M&CP), PS to Dir (Fin.), CWC, CO, New Delhi