




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-PDOCR/810/2020-PERS

Date: 31-05-2023

CIRCULAR

Sub: Disclosure of e-APAR for assessment year 2021-22

On completion of Annual Appraisal (e-APAR) process for the assessment year 2021-22, the e-APAR's are hereby disclosed to all concerned. Officers concerned may view/download/print the by accessing PMS section under **Employee Corner** of the HRMS. For making representation, if any, 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 DGM(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, Period & 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 DGM(CR), CWC, CO, within 15 days from the date of releasing of e-APAR, i.e., on or before **14-06-2023**.

- 6.** No such representation shall be entertained which has already been examined by the CR Section and decided by the Competent Authority after following the due process.
- 7.** The below steps can be followed for viewing/downloading completed e-APAR 2021-22 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.

(Manisha Sabharwal Wadhwa)
Deputy 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. PS to MD/ PS to Dir. (Com.)/ PA to Dir. (Fin.)/ PPS to Dir. (Pers.), CWC, CO, New Delhi.
2. AGM(MIS), CWC, CO, New Delhi, with a request for arranging to upload on the CWC's website.
3. AGM (HRMS)-with a request for arranging the view/download/print of APARs for all Group A & B officers concerned (Up to E-7 & below level) as per the circular above.