



No. CWC CO-PD0CR/72/2023-PERSONNEL/Ext-III

Dated: 03-07-2023

CIRCULAR

Sub: Writing of e-APAR F.Y. 2022-23 : Extension-III of timelines

This has reference to the CO, circular no. CWC CO-PD0CR/72/2023-PERSONNEL dated 31-03-2023, 03-05-20 23 & 06-06-2023 (Extension-II) vide which the extension of timelines had provided for writing of Annual Performance Appraisal Report (APAR) of all Group- A & B officers for the appraisal year 2022-23 and KPA/KRA fixation 2023-24 was promulgated.

In view of some officials have retired/ transfers/ promotions /facing difficulties/ changes in work assignments etc. to complete the e-APARs in the system. In this regard, to deal with such cases the time line for completing Assessment has now been extended as per the details given as under: -

Authority concerned	Time Schedule for Opening of Window	
	Completion of APAR for year 2022-23	Fixation of KPAs for the year 2023-24
For Appraisee	03 rd July - 15 th July	03 rd July - 15 th July
Approval by Appraiser	03 rd July - 25 th July	03 rd July - 25 th July
Reviewer	03 rd July - 31 st July	-
Accepting Authority	03 rd July - 07 th August	-

Due to recent transfers, promotions, and changes in work assignments, it has become necessary to open the KRA/KPA window as per the above. In light of this, we kindly advise all Regional Nodal Officers to compile a comprehensive list of these changes and promptly forward it to the CR Cell email address: cwc.crcell@cewacor.nic.in.

This issues with the approval of the competent authority.

(Manisha Sabharwal Wadhwa)
Deputy General Manager (Personnel)

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 Division, CWC, CO, New Delhi, with a request for arranging to upload on the CWC's website.
3. AGM(HRMS), with a request to pop up reminder emails to all the employees as per aforesaid schedule.