



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

Dated: 03-05-2023

CIRCULAR

Sub: Writing of e-APAR and KPAs Fixation : Extension of timelines

This has reference to the CO, circular no. CWC CO-PD0CR/72/2023-PERSONNEL dated 31.03.2023, vide which the timelines 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 / transferred/ facing difficulties to complete the e-APARs due to frequent change in mapping / functioning errors in the system etc. 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	1 st April – 30 th May	1 st April – 30 th May
Approval by Appraiser	1 st April – 07 th June	1 st April – 07 th June
Reviewer	1 st April – 15 th June	-
Accepting Authority	1 st April – 30 th June	-

This issues with the approval of the competent authority.

(Manisha Sabharwal Wadhwa)
Deputy General Manager (Personnel)

Distribution to:

1. HoDs, CWC, CO, New Delhi. } with the request to bring the content of this
2. RMs, CWC, ROs. } circular to concern officials under their control

Copy for information please:

1. Sr. PA to MD/ PS to Dir. (Com.)/ PA to Dir. (Fin.)/ PS to Dir. (Pers.), CWC, CO, New Delhi.
2. 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.