



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

Dated: 06-06-2023

CIRCULAR

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

This has reference to the CO, circular no. CWC CO-PD0CR/72/2023-PERSONNEL dated 03-05-2023, 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 / transferred/ facing difficulties to complete the e-APARs due to frequent change in mapping / functioning errors in the system etc. In this regard respective Regional Nodal Officers are advised to arrange the list of difficulties/issues on completing the APAR process and may forward to CR Cell mail. Further, 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	7 th June – 21 st June	7 th June – 21 st June
Approval by Appraiser	7 th June – 28 th June	7 th June – 28 th June
Reviewer	7 th June – 30 th June	-
Accepting Authority	7 th June – 07 th July	-

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. 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.