



No.CWC/IV-CRC/e-APAR/Extn.II/2022-23

Dated: - 24.05.2022

## **CIRCULAR**

This has reference to the circular No.CWC/IV-CRC/e-APAR/2022-23 dated 29-03-2022, vide which the timelines for submission of **KPA/KRA Fixation** for the year 2022-23 was promulgated and subsequently vide circular dated 28-04-2022 the timeline was further extended to complete the process. All RMs have been advised vide letter dated 19-05-2022 with certain instructions on key performance areas finalized for the FY 2022-23 and to submit their revised KPAs for the year 2022-23. Further, some of the officers could not complete the Goal Setting within the specified timelines, the date for completion of KRA Fixation process for the year 2022-23 has now been extended as below: -

For Appraisee: - To be submitted on or before **30<sup>th</sup> May, 2022**

For Appraiser: - To be approved on or before **05<sup>th</sup> June, 2022**

In view of above, all officers concerned are requested to complete the KPA/KRA Fixation & its Approval by their Appraiser for the year 2022-23 within the specified timeline, so that the APAR process may be concluded in time.

This issues with the approval of Competent Authority.

(Sumit Kumar)  
Manager (CR & Policy)

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2. SAM (MIS), CWC, CO, New Delhi – for updating this on CWC website.
3. All RMs, CWC, Regional Offices.
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