



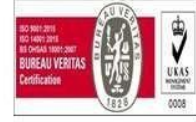
केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC/CO/CRC/e-APAR/2021-22

Date: 28.03.2022

CIRCULAR

Sub: Disclosure of e-ACR for F.Y 2019-20 & 2020-21

Subsequent to the completion of annual appraisals, e-ACR reports for the F.Y. 2019-20 & 2020-21 will be disclosed on 29-03-2022. Officials concerned may view / print respective e-ACR reports from 29-03-2022 onwards by accessing PMS section under *Employee Corner* of the HRMS. For making any representation, guidelines mentioned below may please be followed:

1. The Official Reported upon, on disclosure of the appraisal report, may avail the opportunity to submit representation, if any, directly to the AGM (CR), CWC, CO, New Delhi, within **fifteen days** of disclosure of e-ACR 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 needs to mention her/ his name, designation, CPF Code & 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 document/file should be titled as "**CONFIDENTIAL - CR CELL (Employee CPF Code)**" and may reach to AGM(CR), CWC, CO, CR Cell within 15 days from the date of releasing of e-APAR on CWC website (HRMS), i.e., **on or before 13.04.2022**.

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6. The below steps can be followed for viewing/downloading/printing of completed e- ACR reports for the F.Y. 2019-20 & 2020-21 in HRMS portal: -

- i. Login into HRMS.
- ii. Select Employee role.
- iii. Click on e-ACR sub-tab under PMS tab.
- iv. Click on e-ACR report sub-tab under Employee tab.
- v. Click on view button.

(Debapati Saha Chowdhury)
Asst. 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 & for disclosure of ACR of WA-II and below Officials, concerned RM is requested to take further necessary action.

Copy for information please:

1. Sr. PA to MD/ PA to Dir. (Fin.)/ PS to Dir. (Pers.)/PS to Dir. (M&CP), CWC, CO, New Delhi.
2. SAM(MIS.), CWC, CO, New Delhi, for arranging to upload on the CWC's website.