

No. 9 / 2 / 2009 – WPC / 130 |
Central Water Commission
Work Plan Cell & Co-ordination

Room No. 304 (S), Sewa Bhawan
R K Puram, New Delhi – 110 066

Date : 07th June 2012

Office Memorandum

SUB. : IMPLEMENTATION OF APAR MANAGEMENT SYSTEM IN CWC.

CM&V section and APAR section at CWC (HQ) are managing the APARs / ACRs of officers / officials of CWC including that of field formations. As per DoPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 14th May 2009, from the reporting period 2008-09, every year a copy of the duly reported and reviewed APAR(s) of employees is to be provided to him / her and representations received there on, if any, are to be processed and disposed off. This has resulted in tremendous increase in the work and also increase in the administrative cost and postal as well as stationary cost. Further, the communication of APAR by post is quite time consuming.

2. To make the implementation of DoPT guidelines dated 14th May 2009 in respect of APAR quicker, smoother and thrifty; "APAR Management System" is being officially launched in CWC w.e.f. 21st June 2012.

3. The APARs of all employees of CWC which are being maintained at CWC (HQ), would be uploaded on the web server of CWC and can be accessed by employees through the CWC web site www.cwc.nic.in where on the home page, a link to the "APAR Management System" has been provided. On going through the link, a page would open where in employee I.D. and password shall be required to be entered to authenticate the identity of an employee. On authentication of identity, one would be able to see / download / print his / her own APAR of last year. Employee I.D. and password are being issued by SM Dte. to all concerned separately.

4. The process of uploading APAR for the year 2011-12 shall commence from July 2012 onwards as may be received. The APAR of last year i.e. 2011-12 may be viewed by individual employees only after that. Till such time, a message that "No records available" would be displayed as soon as employees log in to the system to see their APAR for the year 2011-12.


5. As soon as the APARs of an employee is uploaded in the system, a system generated e – mail would be sent to the employee on his e – mail I.D. The e-mail I. D. of individual employee along with password are also being issued by SM Dte., CWC (HQ).

6. In case any difficulty is faced by the employees in logging in to the system or receiving e – mail messages regarding upload of last year APAR in to the system, Dy. Director, SM Dte., CWC, New Delhi may be contacted through e-mail at I.D. smdte@nic.in for redress of the glitch.

7. Only the information letter that APAR has been uploaded on the system shall be sent to individual employees by post in future. This information shall be in addition to the system generated mail sent on the e – mail I. D. of the employees. The individual employee shall download his / her duly reported and reviewed APAR on the system and make representations, if any, within the time schedule for the purpose as is being done by them at present. If there are any changes / up-gradation in the entries of the APAR based on the representation, the upgraded APAR shall be uploaded on the system subsequently and information to this effect shall be communicated to the concerned employee by the concerned section.

8. In addition to above, lots of other features such as generation of reports regarding grading for different years, training needs identified through APARs and over all management of APARs including dossier movement etc. shall be available to CM & V / APAR sections at CWC (HQ) and it is hoped that the above process shall bring substantial improvement w.r.t. the current practice of managing APARs.

9. This may be brought to the notice of all employees of CWC.


(K. Vohra)

Secretary, CWC

To

1. PSO to Chairman, CWC
2. PPS to Member (D&R / RM / WP&P)
3. All Chief Engineers of CWC [Field and Headquarter]
4. Advisor, ISO, CWC, New Delhi.
5. All Directors / Superintending Engineers of CWC [Field and Headquarter].
- ✓ 6. Director, SM Dte. for uploading on the web site of CWC.
7. Director (TC / Trg / Admn. / Estt-I / Estt-II)
8. All Deputy Directors / Executive Engineers of CWC [Field and Headquarter].
9. All Under Secretaries / Section Officers of CWC.
10. Accounts Officer, CWC, New Delhi.
11. Under Secretary (CM&V / APAR), CWC, New Delhi [for their guard file].
12. Under Secretary (O&M), CWC, New Delhi [for their guard file].
13. Guard file.


13/06/12
Sharma