



कार्यालय उपमहानिदेशक (ई.आर.पी.)
केंद्रीय लोक निर्माण विभाग, २०९ ए-विंग,
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O/o the DDG (ERP)
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संख्या : 93/DDG(ERP)/2023/ 81 हि.

दिनांक : 20 02.2023

कार्यालय ज्ञापन

विषय: Launch of upgraded APAR module in PIMS - regarding.

As per decisions taken by the competent authority, the existing APAR module of PIMS has been revamped and facilities have been created for auto movement (upward and downward) on non-action by the various officers in the reporting hierarchy for self-filling up/ reporting / reviewing/ accepting the APAR after designated time interval (as per Annexure-I).

2.0 The upgraded version of APAR module has been made live in PIMS for year 2022-23 onwards. All officers (Reporting /Reviewing/Accepting) can login on PIMS with their PIMS user ID and Password to perform various functions. The flow chart & help file for users is also attached as Annexure-I & II. The process starts with issuance of APAR form and moves on with filling it by reported upon officer and subsequent processing by reporting / reviewing/ accepting officers.

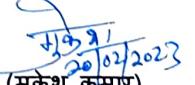
3.0 This issues with the approval of Director General, CPWD.

सक्षम अधिकारी के निर्देशों के तहत, PIMS के मौजूदा APAR मॉड्यूल को नया रूप दिया गया है और निर्दिष्ट समय अंतराल के बाद रिपोर्टिंग पदानुक्रम में विभिन्न अधिकारियों द्वारा तय समय अंतराल में (अनुसूची-I) स्व मूल्यांकन/रिपोर्ट/समीक्षा/स्वीकृत की कार्यवाही न करने पर स्वतः मूवमेंट (ऊपर और नीचे) के लिए विकल्प का प्रावधान किया गया है।

2.0 APAR मॉड्यूल के उन्नत संस्करण को पीआईएमएस में वर्ष 2022-23 से लाइव कर दिया गया है। सभी अधिकारी (रिपोर्टिंग/समीक्षा/स्वीकृति) विभिन्न कार्य करने के लिए पीआईएमएस उपयोगकर्ता आईडी और पासवर्ड के साथ पीआईएमएस पर लॉगिन कर सकते हैं। उपयोक्ताओं के लिए फ्लो चार्ट और हेल्प फाइल भी अनुसूची-I एवं II के रूप में संलग्न है। प्रक्रिया एपीएआर फॉर्म जारी करने के साथ शुरू होती है, और इसे रिपोर्टेड अधिकारी द्वारा भरने और रिपोर्टिंग/समीक्षा/स्वीकार करने वाले अधिकारियों द्वारा बाद की प्रक्रिया के साथ आगे बढ़ती है।

3.0 यह कार्यालय ज्ञापन महानिदेशक, के.लो.नि.वि. की अनुमति से जारी किया जाता है।

संलग्नक: अनुसूची-I एवं II


(मुकेश कुमार)

कार्यपालक अभियंता(ई-शासन)

सेवा में,

के.लो.नि.वि. वेबसाइट के माध्यम से सभी अधिकारियों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।

APAR FLOW CHART

S. N.	Flow	HOO	Employee	Reporting	Reviewing	Accepting
1	APAR Period for Full Assessment year					
	a. Standard case	Shall generate APAR FORM (1 st March till 31 th March) Grace Period: upto 15 th April	Fill APAR form from date of receipt of Performa to 15 th August. Grace Period: 0 days	Report APAR from receipt of APAR from Employee till 30 th August. Grace Period: 0 days	Review APAR from receipt of APAR from Reporting officer till 15 th September. Grace Period: 0 days	Accepting APAR from receipt of APAR from Reviewing officer till 15 th October. Grace Period: 0 days
	b. Form not generated timely by HOO	<ul style="list-style-type: none"> Performa can be generated only upto 31st March. If HOO fails to generate Performa by 15th of March an alert shall be issued to next higher authority. If HOO still fails to generate Performa by 22th of March, an alert shall be issued to respective custodian of APAR (SDG in case of Coordination/ DIR(Pers.) in case of CR cell). If HOO still fails to generate APAR Performa, Disciplinary proceeding may take place. In case there is a change in controlling officer between 1st march to 31st march, the HOO can pull back the APAR form issued to employee and send it back after correction within the grace period. Within the grace period the employee can return the form to HOO upto 5th April, if correction is required in details of APAR period and controlling officer. If HOO fails to revert Performa by 10th of April an alert shall be issued to next higher authority. If HOO still fails to generate Performa by 13th of April, an alert shall be issued to respective custodian of APAR (SDG in case of Coordination/ DIR(Pers.) in case of CR cell). 				
	c. Form not filled	NA	If employee fails to fill APAR Performa within stipulated time, it shall auto forward to Reporting officer	If reporting officer fails to fill APAR Performa within stipulated time, it shall auto forward to Reviewing officer	If Reviewing officer fails to fill APAR Performa within stipulated time, it shall auto forward to Accepting officer or Auto accept in case of Reviewing authority is the final authority.	If Accepting officer fails to fill APAR Performa within stipulated time Performa shall Auto accept.
	d. Return	HOO shall reissue the	The employee can	Reporting officer	Reviewing officer needs to	Action needs to be taken

		Cases	<p>form of APAR by 15th of April.</p> <p>In case of failure no action can be taken from system.</p>	<p>return the form to HOO upto 5th April, if correction is required in details of APAR period and controlling officer.</p> <p>In case the APAR form is returned, the employee shall resubmit it within 15 days from the receipt of Performa else system will auto forward Performa to reporting officer. (in return cases Standard timelines shall be ignored by the system).</p>	<p>needs to take action within 15 days in case Performa is returned/resubmitted by Reviewing /Reporting upon officer (in return cases Standard timelines shall be ignored by the system).</p>	<p>take action within 15 days in case Performa is returned/resubmitted by Accepting/Reviewing officer (in return cases Standard timelines shall be ignored by the system).</p>	<p>within 15 days of receipt of any application which was returned at any level. (in return cases Standard timelines shall be ignored by the system).</p>
2		APAR Period for Partial Assessment Year Due to Transfer of Reporting upon officer (Employee) or APAR period for Partial Assessment year due to transfer of reporting officer					
	a.	Standard case	Shall Generate APAR FORM within 7 days of Relieving.	Fill within 30 Days from Generation of Performa	Report Within 30 days of receiving of APAR from employee	Review Within 30 days of receiving of APAR from reporting officer	Accept Within 30 days of receiving of APAR from reviewing officer
	b.	Form not generated timely by HOO	<ul style="list-style-type: none"> • If HOO fails to generate Performa within 7 days of date of relieving an alert shall be issued to next higher authority. • If HOO still fails to generate Performa within 7 days of date of issuance of alert to next higher authority, an alert shall be issued to respective custodian of APAR (SDG in case of Coordination/ DIR(Pers.) in case of CR cell). • If HOO still fails to generate APAR Performa, Disciplinary proceeding may take place. 				
	c.	Form not filled	NA	If employee fails to fill APAR within Stipulated time. Performa shall auto forward to Reporting officer	If reporting officer fails to fill APAR Performa within Stipulated time. Performa shall auto forward to Reviewing officer.	If reporting officer fails to fill APAR Performa with in Stipulated time. Performa shall auto forward to Accepting officer or Auto Accepted	If reporting officer fails to fill APAR Performa with in Stipulated time. Performa shall auto Accepted

	d. Return Cases	<p>HOO shall reissue the form of APAR within 5 days of receipt.</p> <p>If HOO fails to revert Performa by 5 days of receipt from employee an alert shall be issued to next higher authority.</p> <p>If HOO still fails to generate Performa within 5 days of issuance of alert to next higher authority, an alert shall be issued to respective custodian of APAR (SDG in case of Coordination/DIR(Pers.) in case of CR cell).</p> <p>In case of failure no action can be taken from system.</p>	<p>The employee can return the form to HOO within 5 days of issuance, if correction is required in details of APAR period and controlling officer.</p> <p>In case the APAR form is returned by HOO/Reporting officer, the employee shall resubmit it within 15 days from the receipt of Performa else system will auto forward Performa to reporting officer. (in return cases Standard timelines shall be ignored by the system).</p>	<p>Reporting officer needs to take action within 15 days in case Performa is returned/resubmitted by Reviewing/Reporting officer (in return cases Standard timelines shall be ignored by the system).</p>	<p>Reviewing officer needs to take action within 15 days in case Performa is returned/resubmitted by Accepting/Reviewing officer (in return cases Standard timelines shall be ignored by the system).</p>	<p>Action needs to be taken within 15 days of receipt of any application which was returned at any level. (in return cases Standard timelines shall be ignored by the system).</p>
3.	APAR Period for Partial Assessment Year Due to retirement of Reporting upon officer (Employee) or reporting officer					
	a. Standard case	<p>Shall Generate APAR FORM within 1 days of Retirement of Reporting upon or reporting officer.</p>	<p>Fill within 7 Days from Generation of Performa</p>	<p>Report Within 7 days of receiving of APAR</p>	<p>Review Within 7 days of receiving of APAR from reporting</p>	<p>Accept Within 7 days of receiving of APAR from reviewing</p>

	b.	Form not generated timely by HOO	<ul style="list-style-type: none">• If HOO fails to generate Performa within 1 days of date of retirement an alert shall be issued to next higher authority.• If HOO still fails to generate Performa within 2 days of date of issuance of alert to next higher authority, an alert shall be issued to respective custodian of APAR (SDG in case of Coordination/ DIR(Pers.) in case of CR cell).• If HOO still fails to generate APAR Performa, Disciplinary proceeding may take place.				
	c.	Form not filled	NA	If employee fails to fill APAR within Stipulated time. Performa shall auto forward to Reporting officer	If reporting officer fails to fill APAR Performa within Stipulated time. Performa shall auto forward to Reviewing officer.	If reporting officer fails to fill APAR Performa with in Stipulated time. Performa shall auto forward to Accepting officer or Auto Accepted	If reporting officer fails to fill APAR Performa with in Stipulated time. Performa shall auto Accepted
		Return Cases	<p>HOO shall reissue the form of APAR within 2 days of receipt.</p> <p>If HOO fails to revert Performa by 2 days of receipt from employee an alert shall be issued to next higher authority.</p> <p>If HOO still fails to generate Performa within 2 days of issuance of alert to next higher authority, an alert shall be issued to respective custodian of APAR (SDG in case of Coordination/ DIR(Pers.) in case of CR cell).</p>	<p>The employee can return the form to HOO within 2 days of issuance, if correction is required in details of APAR period and controlling officer.</p> <p>In case the APAR form is returned by HOO/Reporting officer, the employee shall resubmit it within 5 days from the receipt of Performa else system will auto forward Performa to reporting officer. (in return cases Standard timelines shall be ignored by the system).</p>	<p>Reporting officer needs to take action within 5 days in case Performa is returned/resubmitted by Reviewing /Reporting upon officer (in return cases Standard timelines shall be ignored by the system).</p>	<p>Reviewing officer needs to take action within 5 days in case Performa is returned/resubmitted by Accepting/Reviewing officer (in return cases Standard timelines shall be ignored by the system).</p>	<p>Action needs to be taken within 5 days of receipt of any application which was returned at any level. (in return cases Standard timelines shall be ignored by the system).</p>

			In case of failure no action can be taken from system.				
4.		Issuance of certificate for APAR period less than 3 months					
		Standard Case	Shall issue/fill and accept Certificate for period less than 3 months latest by 30 th July				
		Retirement Case	Shall issue/fill and accept Certificate for period less than 3 months within 30 days of retirement.				
5.		Issuance of certificate for APAR period for more than 3 months in case of training period, leave, etc					
		Standard Case	Shall issue/fill and accept Certificate for more than 3 months, within 30 days.				

FAQ & HELP FILE FOR UPGRADED APAR Module

A. FREQUENTLY ASKED QUESTIONS

+ How to access APAR Module?

- Login with PIMS ID and Password -> Personal Information Management System (PIMS) -> Individual -> APAR

+ Who can initiate APAR?

- Office head or person delegated by Office head

+ How can APAR initiated?

- Login with PIMS ID and Password -> Personal Information Management System (PIMS) -> Individual -> APAR -> Initiate APAR of Employee

+ What Details is required while filling any APAR by Office head or delegated person?

- Period of APAR, Designation at the time of APAR, Office Name, Reporting officer Name & Designation, Reviewing officer Name & Designation, Accepting officer Name & Designation.

+ What if any officer in Additional charge?

- In such cases he can select the office name from select office and then select the name of employee.

+ How APAR will Move to Next Authority?

- APAR will auto forwarded by the system itself after the specified timeline expired

+ How Reminders can be sent to the concerned?

- System will automatically send email and SMS to specified employees in the APAR.

B. HELP FILE



Government of India, Ministry of Urban Development
CENTRAL PUBLIC WORKS DEPARTMENT
For Excellence in Public Works



[Home](#) | [e-tendering](#) | [Expenditure Reporting System](#) | [FAQs](#) | [Contact Us](#) | [Help Files](#)

LOCATE OFFICE

SEARCH EMPLOYEE

Personnel Information Management System : Link to cpwdpims.nic.in, is a web based tool available with the Government for implementing uniform e-Governance practices in personnel administration in Central Govt. (in CPWD) and Delhi State (in PWD). To log in, use PIMS ID as the User Name. For any assistance, call : 011 23022167 Ext No. 3008, or e-mail to pims.cpwd@gov.in.

Project Monitoring System: Link to cpwdpms.gov.in, is a web-based application for monitoring progress of all projects undertaken by CPWD. For any assistance, call : 011 23022167 Ext No. 3008, or e-mail to Pms.cpwd@gov.in

e-tendering : Link to tenderwizard.com/cpwd, the e-procurement portal for CPWD. New users will need user name, password, and class II digital signature certificate from any CA to log in the system. For assistance, call (011) 49424365 or (080) 40482000, or email to cpwdhelpdesk@tenderwizard.com

CPWD EMPLOYEE LOGIN


User Name :

*

Password :






*

Captcha :






*

Latest Circular related to PIMS & PMS

- ✦ Updation & monitoring of Custodian of service record of retired employee 
- ✦ Upload & monitoring of Offline APAR in PIMS 
- ✦ Addition/Deletion/Correction in PIMS data by CPWD HQ/E-Governance Unit 
- ✦ Correction & Verification of Service Data in PIMS by the Employees/Controlling officers/Head Office. dated 18.02.2021 
- ✦ Regarding updation of employees office in PIMS dated 02.07.2020 

1 2

View Video

- ✦ Rectification&Service 
- ✦ Rectification&Service 
- ✦ Basic & posting BY HOO 



Select Module

Personnel Information Management System (PIMS)

Project Monitoring System (PMS)

Online Reporting Systems

Project Processing & Approval Management System

CPWD Sewa for Maintenance

Enlisted Contractors

Ready Reckoner Data Bank of Experts and Specialists

Cost Indices

Mail Correspondance

Cyber Security Related Issues

Knowledge Management System

Information Asset Register

Online Park Booking

Green Rating System (GHAR)

Online Permission and Intimation of Properties for CPWD Employees

Upload Content & Circulars on CPWD Website

View Circulars for Official Use

Online Employee Grievnace Management System

PMSSY Health Infra Project

Labour Clearance Certificate Module

WBPMs Command Center Dashboard

Logout

Owned by Director General,CPWD.

05:00 PM, Monday, 30 January 2023

Select Login Type

Office

Individual

DDG(e-Governance and Business Development)



PERSONNEL INFORMATION & MANAGEMENT SYSTEM

CENTRAL GOVERNMENT

STATE GOVERNMENT

Welcome Shri Manu Amitabh Chief Engineer(Civil) [Close](#)

[Change Password](#)



Navigate the Site

Personal Report

Monthly Salary Slip

Verify Details

Member of Professional Bodies

Property Statement

Assets & Liabilities Return

Service Details

APAR

Posting Option

Apply for Administrative Clearance

Training Application

Telephone Directory

Employees Report

Locate Office

Search Employee

PIMS Mail

Field Specialisation

Personal Details

Employee Code:- MAM03021966AECC061990

Office ID:- HQ-SPL DG(HQ)-DDG(ERP)-DDG(ERP)-DDG(ERP)

Controlling Office Address Is :

Office ID : HQ-SPL DG(HQ)-DDG(ERP)-DDG(ERP)-DDG(ERP)
Office Name : DDG(ERP),CPWD
Address :
City : NEW DELHI
State : Delhi
Pin/Zip :
Office Ph. 1 :
Office Ph.2 :
Office Fax No. :
Office E-mail :

Your Office Address Is:

Office Name : DDG (ERP),CPWD
Street : Room # 325, "A" Wing, Nirman Bhawan, Maulana Azad Road,
City : NEW DELHI
State : NEW DELHI
Pin/Zip : 110011
Off.Phone 1 : 011-23063239
Off.Phone 2 :
Off. Fax :
NIC e-Mail : delddg-erp@cpwd.gov.in

[EDIT](#)

APAR MENU

Dashboard

Initiate APAR of Employee

Track APAR Status

View APARs

Report APAR

Review APAR

Accept APAR

Get Certificate

Upload Medical Certificate for
APAR of Period 2020-21

View Records

MIS Report

Word File for APARs

Dashboard



0

Report APARs

View Details



1

Review APARs

View Details



0

Accept APARs

View Details



0

Returned APARs

APAR returned to you

Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group A B and C officers of Central Civil Services for the year 2020-21 (DOPT order dated 17.06.2021) **New**

Extension of timeline for submission of summary of Medical Report in respect of Group A officers of Central Civil Services for the year 2020-2021 (DOPT order dated 14.06.2021)

Extension of timelines for submission of Annual Performance Assessment Report (APAR) in respect of Group A B and C officers of Central Civil Services for the year 2020-21 (DOPT order dated 14.04.2021)

1. Portal for online submission of self-appraisal, report, review, accept, store and track of digital APAR.
2. Person who wish to fill details in Hindi, need to create a word file in unicode and then copy & paste it in relevant space provided in APAR.
3. Non-CPWD employees too can use this module, only in case of Government of India SPARROW module is not compulsory.
4. CPWD employees working in other Ministries/Departments shall continue to follow the concerned place of working system.
5. Director (Personnal), CPWD has been authorised to download any APAR. In case of report, review, acceptance by Hon'ble UDM & Secretary (UD). He can also manually download any complete APAR and certify it as its "true copy" for any onward submission.
6. On uploading of APAR in PIMS a system generated e-mail will be sent to the reported employee in his registered e-mail, as intimation.
7. In case one month period has lapsed after retirement of any of the reporting/ reviewing/ accepting officer without entering in any employee(s) APAR, or such officials not receiving APAR in such time not entry is permissible in APAR. Accordingly necessary entry will be automatically will be recorded by the system about reporting/ reviewing/ accepting officer will be transmitted. (Please refer DOPT Circular dated 17.06.2021) .
8. In case reporting/ reviewing/ accepting officer happens to be the same person, system will be automatically generate such remarks against both and entry at one place will be permitted
9. Grievance against any entry in APAR should be raised within a period of 15 days from the uploading date of complete APAR.

APAR MENU

Dashboard

Initiate APAR of Employee

Self Appraisal

Track APAR Status

View APARs

Report APAR

Review APAR

Accept APAR

Get Certificate

Upload Medical Certificate for APAR of Period 2020-21

View Records

MIS Report

Word File for APARs

Initiate Self Appraisal of employee

Select Office

DDG(ERP)

Select Employee

Satyendra Gupta Prasad-Supdt.Engineer(Elect.)-SEEL-SPG12031981AEEEE022005

Pending APAR Period Yet to be initiated

Period From

02.04.2022

Period To

31.03.2023

Period of Assessment From

Day

Month

Year

to

Day

Month

Year

Office Name

HQ-SPL DG(HQ)-DDG(ERP)-DDG(ERP)-DDG(ERP)

Designation

(During the period of report)

SE Elect.

Reporting Officer :

Type Name or PIMS ID of the reporting officer and then select from the list

Designation :

Reviewing Officer:

Type Name or PIMS ID of the reviewing officer and then select from the list

Designation :

Accepting Officer :

Type Name or PIMS ID of the accepting officer and then select from the list

Designation :

Proceed

Initiated Appraisals

Do not edit the content of self-appraisal except the following :

1. Period of assessment.

2. Office name.

3. Post during the period reported upon.

To edit above three date, delete the entrie self-appraisal, and re-write the self appraisal.

SNo	Assessment Period		Name & PIMSID	Designation	Office Name	Initiated on	Action
	From	To					
No Initiated APAR							