

**Website: [www.kwa.kerala.gov.in](http://www.kwa.kerala.gov.in)**  
**Mobile/ Whatsapp: +919495998258**

**Tel. 0471-2738300**  
**Consumer Helpline Number**  
**1916 [24X7] [Toll Free]**  
**1916cckwa@gmail.com**



## **KERALA WATER AUTHORITY**

**Jalabhavan**  
**Thiruvananthapuram – 695033**  
**Kerala - India**

File No. KWA/JB/5281/2023-E2(B)

Dated: 11-12-2023

### **CIRCULAR**

Sub:- Submission of e - CR through online - Directions issued - reg:-

Ref:- This office Circular No. 6730/E1/2020/KWA dtd 05.03.2022.

All reviewing officers and higher authorities shall take immediate action for submitting e - CR for the years 2020, 2021 and 2022 of all the incumbents who are entitled to submit the Confidential Report under their jurisdiction on or before 20.12.2023, to produce before the Departmental Promotion Committee for selection of Candidates for promotion to various posts in the year 2024 as per Rule 28b(i) of KS & SSR. In case if the incumbent does not submit the self appraisal report, the reporting officer shall himself assume the same and submit the confidential Report through online.

Concerned reviewing officer and higher authorities shall be responsible for failure/delay in submitting Confidential Report.

**Bhandari Swagat Ranveerchand IAS**  
**MANAGING DIRECTOR**

To

All controlling officers and the incumbents.

I/37129/2023

Copy to

- 1) PA to MD/ CA to CE (HRD & GL)/ CA to DCE (GL)/CA to Sr.AO/AO (Admn & Estt)/File
- 2) The DBA for publishing in the official web portal of KWA