

Website: 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: 15-02-2024

CIRCULAR

Sub:- Submission of e - CR through online - Directions issued -reg:- Ref:-
This office Circular of even No. dtd 11.12.2023

All reporting officers, reviewing officers and higher authorities shall take immediate action for submitting e - CR for the years 2021, 2022 and 2023 of all the incumbents who are entitled to submit the Confidential Report under their jurisdiction on or before 20.02.2024, 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.

Those who are superseded due to non submission of e - CR are liable to be transferred from the respective districts they are working, if they have continuous service in the same district.

Concerned reviewing officer and higher authorities shall be responsible for failure/delay in submitting Confidential Report and strict action shall be taken against the officers concerned as per rules in force.

Bhandari Swagat Ranveerchand IAS
MANAGING DIRECTOR

To

All controlling officers and the incumbents.

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 ofKWA