



**CENTRAL WAREHOUSING CORPORATION**  
**(A GOVT. OF INDIA UNDERTAKING)**

4/1, Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi-110 016



Ph.011-26515178, Telefax-26967256

E. mail: [warehouse@nic.in](mailto:warehouse@nic.in)

No. CWC/I-PMS/Rectt/2012-13

Dated: 22.08.2013

**C I R C U L A R**

**Sub: Annual Confidential Reports (ACR) - regarding**

Reference is invited to the circular of even no. 357A dated 4<sup>th</sup> April, 2013 informing the decision to send ACRs to this office at the earliest to initiate the process of PRP/PMS for Financial year (2012-13).

Competent Authority has desired that ACRs in respect of Group 'A' & 'B' Officers for the period ending 31.12.2012 (where ACRs were written calendar year wise) and period ending 31.03.2013 (where ACRs were written financial year wise) should be received well in time in CR Cell to complete the process of PRP/PMS for the year 2012-2013.

We have to complete the process of evaluation at Corporate Office for the purpose of PRP for the year 2012-13 on the basis of ACRs by end of September 2013. Therefore all pending ACRs for the period ending 31.12.2012 or 31.03.2013 must be sent to Corporate Office immediately so as to reach by 31.08.2013. All HODs/RMs/CC Heads are requested to ensure compliance in respect of all officers working/having worked under their control.

This may please be treated as **Most Urgent**.

(Pawan kant)

General Manager (Pers.)

**Distribution:**

1. All RMs, CWC, ROs
2. All EEs, CWC, CC
3. All Manager ICDs/WHMs
4. Guard file

**Copy to:**

1. All HODs, CWC, CO, New Delhi with similar request.
2. PS to MD/Dir (Fin)/Dir (Pers)/Dir (MCP), CWC, CO, New Delhi.
3. GM (System), CWC, CO, New Delhi- is requested to kindly upload the Circular in the website.