



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



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

No. CWC/IV-ACR Drill/CRC(Vol.II)/2013-14

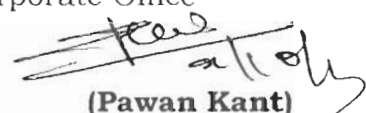
Dated 9<sup>th</sup> October, 2013

**CIRCULAR**

**Sub: Procedure for writing, reviewing and countersigning of Annual Performance Report/Annual Confidential Report of the officers and staff of CWC**

The instructions issued for writing of ACRs in respect of the officers and staff of the Corporation have not been revised for quite sometime and the positions in the Corporation at various levels have undergone major changes during last few years. Besides this, with the introduction of PMS scheme in the Corporation for Group A & B officers, a new concept of writing Annual Performance Report in the revised format has also been implemented from this year onwards. This has necessitated the need for revising the ACR drill.

With the approval of the Board of Directors and in supersession of all earlier instructions, the drill for writing APR/ACR for the officials of the organization working at various places i.e. Corporate Office, Regional Offices, Construction Cells and warehouses has been revised, which is enclosed in 4 parts for necessary compliance from this year i.e. 2013-14 and onwards. The Reviewing/Countersigning officers would be the same for PMS (APR) purpose also as listed in the drill and hence suitable changes be made in the format accordingly, if required. In case of any confusion/clarification, the matter may be referred to Corporate Office

  
**(Pawan Kant)**  
**General Manager (Pers.)**

(Authority: Agenda Item No. 306.7 of 306<sup>th</sup> meeting of the Board of Directors held on 20.9.2013)

Encl. as above

**Distribution:**

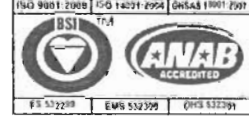
1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices
3. All Suptdg./Executive Engineers, CWC, Construction Cells

**Copy to:**

1. PA to Chairman, PS to MD, PA to Dir(MCP), PS to Dir(Fin), SAM to Dir(Pers.), PS to CVO, CWC, CO, New Delhi
2. GM(MIS), CWC, CO, New Delhi – with the request to arrange uploading the circular on CWC website.



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)



संख्या :सीडब्ल्यूसी/iv/एसीआर ड्रिल/ सीआरसी(वॉल्यू- 11)/2013-14

दिनांक 09.10.2013

परिपत्र

**विषय : केन्द्रीय भण्डारण निगम के अधिकारियों एवं कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने, समीक्षा एवं प्रतिहस्ताक्षर करने के लिए प्रक्रिया ।**

निगम के अधिकारियों एवं कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने के लिए जारी किए गए निर्देशों में कुछ समय से संशोधन नहीं किया गया है और गत कुछ वर्षों से निगम में विभिन्न स्तरों की स्थिति में काफी परिवर्तन हुआ है । इसके अतिरिक्त निगम में क एवं ख समूह के अधिकारियों के लिए कार्यनिष्पादन प्रबन्धन पद्धति (पीएमएस) योजना की शुरुआत होने से इस वर्ष से संशोधित प्रारूप में वार्षिक निष्पादन रिपोर्ट लिखने की नई संकल्पना को भी लागू किया गया है । इससे वार्षिक गोपनीय रिपोर्ट की पद्धति में संशोधन करना आवश्यक हो गया है ।

निदेशक मण्डल के अनुमोदन तथा पूर्व सभी अनुदेशों के अधिकमण में निगम के विभिन्न स्थानों अर्थात् निगमित कार्यालय, क्षेत्रीय कार्यालयों, निर्माण सैलों तथा वेअरहाउसों में कार्यरत अधिकारियों के लिए वार्षिक निष्पादन रिपोर्ट/वार्षिक गोपनीय रिपोर्ट लिखने की पद्धति में संशोधन किया गया है जो कि इस वर्ष अर्थात् 2013-14 तथा आगे आवश्यक अनुपालन हेतु चार भागों में संलग्न की जाती है । कार्यनिष्पादन प्रबन्धन पद्धति (पीएमएस) के लिए भी समीक्षा/प्रतिहस्ताक्षर करने वाले अधिकारी वही होंगे, जो सूची में दिए गए हैं। अतः यदि आवश्यक हो तो तदनुसार प्रोफार्मा में उपयुक्त परिवर्तन किए जाएं। किसी प्रकार के संदेह/स्पष्टीकरण की स्थिति में मामले को निगमित कार्यालय में भेजा जाए ।

*Uday*  
*Uday*  
(पवन कांत)  
महाप्रबंधक (कार्मिक)

(प्राधिकार : निदेशक मण्डल की दिनांक 20.09.2013 की 306वीं बैठक की कार्यसूची मद सं0 306.7)

संलग्नक : उपर्युक्त

वितरण

1. सभी विभागाध्यक्ष, के.भ.नि., निगमित कार्यालय, नई दिल्ली ।
2. सभी क्षेत्रीय प्रबन्धक, के.भ.नि., क्षेत्रीय कार्यालय ।
3. सभी अधीक्षण अभियंता/अधिशाली अभियंता, के.भ.नि., निर्माण सैल

प्रतिलिपि:

1. अध्यक्ष के निजी सहायक, प्रबन्ध निदेशक के निजी सचिव, निदेशक (एमसीपी) के निजी सहायक/निदेशक (वित्त) के निजी सचिव/ निदेशक (कार्मिक) के व.स.प्रबन्धक, मुख्य सतर्कता अधिकारी की निजी सचिव, के.भ.नि., निगमित कार्यालय, नई दिल्ली ।
2. महाप्रबंधक (एमआईएस), के.भ.नि., निगमित कार्यालय, नई दिल्ली—इस अनुरोध के साथ कि केन्द्रीय भण्डारण निगम की वेबसाइट पर इस परिपत्र को अपलोड कराने की व्यवस्था करें ।

# CENTRAL WAREHOUSING CORPORATION

PROPOSED DRILL

## PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

S.NO.	NAME	ANNEXURE NO.
1	CORPORATE OFFICE	PART - I
2	REGIONAL OFFICES	PART - II
3	CONSTRUCTION CELLS	PART - III
4	WAREHOUSES	PART - IV

**APPROVED DRILL**

**PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS**

**CORPORATE OFFICE**

**PART - I**

<b>S.NO.</b>	<b>POST</b>	<b>REPORTING OFFICER</b>	<b>REVIEWING OFFICER</b>	<b>COUNTERSIGNING OFFICER</b>
1	<b>Chief Vig.Officer</b>	Managing Director	Secretary(Food &PD)	CVC
2	<b>General Manager</b>	Director concerned	Managing Director	Managing Director
3	<b>Secretary</b>	Director (Finance)	Managing Director	Managing Director
4	<b>Chief Engineer</b>	Director (MCP) / Director concerned	Managing Director	Managing Director
5	<b>Dy. General Manager</b>	General Manager concerned	Director concerned	Managing Director
		CVO/Director concerned	Managing Director	Managing Director
6	<b>Superintending Engineer</b>	Chief Engineer	Director (MCP) / Director concerned	Managing Director
7	<b>Superintending Engineer (Other than Engg. work)</b>	General Manager concerned	Director concerned	Managing Director
		CVO	Managing Director	Managing Director
		Director concerned	Managing Director	Managing Director

S.NO.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER
8	<b>Asstt. General Manager</b>	Dy.General Manager /GM concerned	Director concerned	Managing Director
		Secretary	Director(Finance) / Director concerned	Managing Director
		Chief Vigilance Officer	GM concerned / Managing Director	Managing Director
9	<b>Manager</b>	AGM/DGM/GM concerned	Director concerned	Managing Director
		Secretary	Director (Finance) / Director concerned	Managing Director
		AGM (Vig) / DGM(Vig)	Chief Vigilance Officer	Managing Director
10	<b>Executive Engineer</b>	Chief Engineer	Director(MCP) / Director concerned	Managing Director
11	<b>Executive Engineer (Other than Engg. work)</b>	AGM/DGM/GM concerned	GM concerned / Director concerned	Managing Director
		AGM(Vig) / DGM (Vig)	Chief Vigilance Officer	Managing Director
12	<b>Sr. Asstt.Manager/ Sr. Stat. Officer</b>	Manager/AGM/DGM/HOD concerned	GM concerned/HOD concerned/Director concerned	CVO / Director concerned

<b>S.NO.</b>	<b>POST</b>	<b>REPORTING OFFICER</b>	<b>REVIEWING OFFICER</b>	<b>COUNTERSIGNING OFFICER</b>
13	<b>All Group-B Officers (Except PS/Sr.PA)</b>	Officer under whom working but not below the rank of Sr. Asstt. Manager or equivalent	Officer above Sr. Asstt. Manager or equivalent	HOD concerned / CVO / Director concerned
14	<b>All Group-C employees (Except PA/Steno)</b>	Officer under whom working but not below the rank of Group-'B'	Officer above Group-'B' level	HOD
15	<b>All Group-D employees (Except PA/Steno)</b>	Officer under whom working but not below the rank of Group-'B'	Officer above Group-'B' level	SAM/Manager/AGM/DGM/HOD concerned

### IMPORTANT INSTRUCTIONS OF PART – I

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
3.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
4.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.

**APPROVED DRILL**

**PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS**

**REGIONAL OFFICES**

**PART-II**

<b>S.NO.</b>	<b>POST</b>	<b>REPORTING OFFICER</b>	<b>REVIEWING OFFICER</b>	<b>COUNTERSIGNING OFFICER</b>
1A	<b>Regional Manager (GM- Level)</b>	Director (MCP)	Managing Director	Managing Director
1B	<b>Regional Manager (below GM Level)</b>	General Manager (Coml)	Director (MCP)	Managing Director
		Director (MCP) (If GM is not in position)	Managing Director	Managing Director
2	<b>Deputy General Manager/AGM</b>	Regional Manager	Director concerned	Managing Director
3	<b>Manager/Executive Engineer</b>	Officer under whom working / RM	RM / Director concerned	Director concerned / Managing Director
4	<b>Sr. Asstt. Manager</b>	Next higher officer	RM	Director concerned
		RM (if working directly under RM)	HOD / Director concerned	Director concerned
5	<b>All Group-B Officers</b>	Next higher officer i.e, Group 'A' under whom working	Regional Manager	Director concerned
		RM (if working directly under RM)	Director concerned	Director concerned
6	<b>All Group-C&amp;D employees</b>	Officer under whom working but not below the rank of Group-'B" or equivalent or above	Officer above the Reporting officer	Regional Manager



## IMPORTANT INSTRUCTIONS OF PART – II

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	Where the Reviewing Officer in respect of Group ‘C’ employees, is not in position above the rank of Group-‘B’ officer below the Regional Manager in Regional Office, the ACRs will be reviewed & countersigned by the Regional Manager concerned.
3.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
4.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
5.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.
6.	For IA CELL – ACRs in respect of Group ‘B’ officers those who are working in IA Cell, Regional Office, will be reported by the next higher officer but not below the rank of Sr. Assistant Manager or above. In case, no Group ‘A’ officer is posted in IA Cell of Regional Office, the ACRs will be reported by Head of IAD of CO & reviewed/countersigned by Director/MD as the case may be.
7.	For IA CELL – ACRs in respect of Group ‘C’ officials posted in IA Cell in Regional Office, will be written by the officer under whom they are working but not below the rank of Group-‘B’ officers and the review /countersign will be done by the next higher officer and Regional Manager.

**APPROVED DRILL**

**PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS**

**CONSTRUCTION CELLS**

**PART-III**

<b>S.NO.</b>	<b>POST</b>	<b>REPORTING OFFICER</b>	<b>REVIEWING OFFICER</b>	<b>COUNTERSIGNING OFFICER</b>
1	<b>Superintending Engineer(Incharge)</b>	Chief Engineer	Director(MCP) / Director concerned	Managing Director
2	<b>Executive Engineer (Incharge)</b>	Chief Engineer	Director (MCP) / Director concerned	Managing Director
3	<b>Executive Engineer</b>	CC(Head)	Chief Engineer	Director (MCP) / Director concerned
4	<b>Manager (A/Cs)</b>	CC(Head)	Director (Finance)	Managing Director
5	<b>Sr.Asstt. Manager (A/Cs)</b>	CC(Head)	GM (Finance)	Director (Finance)
6	<b>All Group-B Officers</b>	SAM/Manager/EE concerned	CC (Head)	Chief Engineer / GM concerned
		CC(Head) if working directly under CC (Head)	Chief Engineer / GM concerned	Director concerned
7	<b>All Group - C &amp; D Officials</b>	Officer under whom working but not below the rank of Asstt. Engineer or equivalent or above	Officer above the rank of reporting officer but below the rank of CC (Head)	CC (Head)

IMPORTANT INSTRUCTIONS OF PART – III	
<b>1.</b>	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
<b>2.</b>	Where the Reviewing officer in respect of Group 'C' employees, is not in position above the rank of Assistant Engineer or equivalent or below the CC Head, ACRs will be reviewed & countersigned by the CC Head.
<b>3.</b>	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
<b>4.</b>	ACRs in respect of Group 'D' (Class-IV) employees will be written by the Officers to whom they are attached but not below the rank of Group-'B' officials.
<b>5.</b>	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
<b>6.</b>	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.

**APPROVED DRILL**

**PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS**

**WAREHOUSES**

**PART-IV**

<b>S.NO.</b>	<b>POST</b>	<b>REPORTING OFFICER</b>	<b>REVIEWING OFFICER</b>	<b>COUNTERSIGNING OFFICER</b>
1A	<b>Warehouse / ICD / CFS Manager (AGM - Level))</b>	Regional Manager	GM (Coml) / Director concerned (in case RM is of GM level)	Managing Director
1B	<b>Warehouse Manager (Manager- Level)</b>	Regional Manager	GM (Coml) / Director (MCP) (in case RM is of GM level)	Managing Director
1C	<b>Warehouse Manager (Sr.Asstt. Manager - Level)</b>	Regional Manager	GM (Coml) / Director (MCP) in case RM is of GM level	Director (MCP)
1D	<b>Warehouse Manager Below SAM - Level)</b>	Regional Manager	GM (Coml) / Director (MCP) in case RM is of GM level	Director (MCP)
2	<b>Manager</b>	Warehouse / ICD / CFS Manager	Regional Manager	Director concerned
3	<b>Sr.Asstt. Manager</b>	Warehouse/ICD/CFS/ Manager	Regional Manager	Director concerned
4	<b>All Group-B Officers</b>	Warehouse/ICD/CFS/ Manager	Regional Manager	GM concerned / Director concerned (in case RM is of GM level)
5	<b>All Group - C &amp;D Employees</b>	Warehouse/ICD/CFS/ Manager	Officer above the level of Warehouse Manager in RO or RM	Regional Manager

### IMPORTANT INSTRUCTIONS OF PART – IV

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
3.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
4.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.
5.	The ACR of officials working in concurrent audit cell at warehouses will be written / reviewed & countersigned as in case of other staff of similar level posted at warehouses.