



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



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**Circular**

While scrutinizing the ACRs/APARs for the year 2015-16, various discrepancies in respect of filling-up the columns of the ACRs/APARs have been noticed, in spite of the fact that this office has time and again issued various instructions to the Regional Offices for adhering to the rules and follow the guidelines mentioned in the ACRs/APARs.

In this regard, following common discrepancies & recommendations are worth mentioning:-

1. If the "Integrity" of any official is found "doubtful" by the Reporting officer, a secret note regarding the same has to be attached along with the ACR/APAR. Despite the fact that, this instruction is clearly mentioned in the format itself, many Reporting Officers merely mention integrity doubtful, without attaching the secret note. Since, the column of Integrity is of the utmost importance, due diligence should be practiced by the Reporting Officers while filling up this column. It is also added that apart from "doubtful or beyond doubt", no other remarks should be written/ mention in the column of integrity.
2. It has been noticed that in respect of group 'C&D' employees, even after mentioning/recording the Adverse Remarks while filling up the columns of the ACRs, the Reporting Officers finally rate the same employee in either "Good or Very Good" category, which is contradictory in nature. The same practice is noticed in the APARs of group 'A& B' officials also. There should be a consistency between remarks recorded the ACR/APAR and overall grading/rating, finally awarded.
3. In maximum case, the seal/stamp and date is not mentioned underneath the signature of the Reporting, Reviewing and Countersigning Authorities which makes it very difficult to check the rightness of the hierarchy of the respective official.
4. Despite the fact that amended APAR formats in respect of group 'A&B' officials were circulated well in advance, vide this office letter dated 24.09.2015 to all Regional Offices / Construction Cells, many APARs were forwarded in old formats. It is expected that the Key Performing Areas (KPAs) & Mid Year Review for the year 2016-17 should have been carried out on the new APARs formats, which have also been uploaded on CWC website.


5. CPF Code and Latest Seniority Number in respect of group 'A&B' and 'C&D' must be invariably mentioned on the front page of the APAR and ACR, respectively. Besides this, concerned official must mention his/her name, as recorded in the official record, in Capital Letters only.

Further, it is informed that with the approval of the Competent Authority, it has been decided that the photocopies of APARs in respect of group A&B officials will be provided to them only after disbursement of PRP. As regards, Adverse & Below Benchmark Grading; the same will be communicated to the concerned officials, immediately after the completion of the APARs. Further, in view of the DoPT guidelines dated 13.04.2010, it may be noted that only Below Benchmark APARs/ACRs for the period relevant to promotion will be communicated to the concerned officials.

Secondly, in case of assessment of APARs for the purpose of calculation of PRP, where there are two equal periods i.e.183 days each APARs(which usually happens in a leap year) containing different grading/scores; the principle of best of two will be followed in order to afford benefit in favour of employees.

Since Performance Appraisal is of immense importance in an official's career development as well as for the growth of the Corporation, above guidelines are for strict compliance while Reporting/Reviewing/Countersigning the APARs/ACRs by all concerned officials.

Yours Faithfully,

  
04/11/2016  
(P.K.Saw)

Dy. General Manager (Personnel)

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  2. All RMs / CC Heads
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SKC  
10/11/16