



BY SPEED POST/CONFIDENTIAL

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No.CWC/IV-PMS/CRC/2018-19 / 498 D

Dated:- 25.03.2019

The Regional Manager

CWC, RO

Ahmedabad / Bangalore / Bhopal / Bhubaneswar / Chandigarh / Chennai /
Delhi / Guwahati / Hyderabad / Jaipur / Kochi / Kolkata / Lucknow /
Mumbai / Patna.

**Sub: Maintenance and preparation of Annual Confidential Reports -
Communication of all entries for fairness and transparency...Reg.**

Sir / Madam,

This has reference to this office earlier circulars dated 14.08.12, 04.04.14 and 30.07.18 on the subject cited above.

In this connection, it is again reiterated that the copy of Annual Confidential Report may be communicated by Regional Manager to all Group C&D employees working under regional offices after the Reviewing / Accepting officer have recorded their views and completed at RO level. This will give an opportunity to employees to make a representation, if any.

Further, it is also observed that some Regional Offices are sending the ACRs of WA-II and other below staff (completed at RO, level) to Corporate Office for necessary record. The same may be discontinued henceforth and shall be maintained at RO level. However, on promotion to the post of WA-I, his ACR folder, maintained at RO, may also be sent to CO for further DPC requirement.

The content of the circular may be brought to the notice of all concerned officials.

(Arvind Chaudhri)
25-03-19

(Arvind Chaudhri)

Group General Manager (Pers.)

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. GM (MIS), CWC, CO, New Delhi - for updating this on CWC website.
3. PS to Chairman / Sr.PA to MD / SAM to Dir. (Fin.) / PS to Dir.(MCP) / PA to CVO, CO, New Delhi.
4. Guard file.

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