



**केन्द्रीय भण्डारण निगम**  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/IV-Online PMS /CRC/2017-18/521-E

Dated:- 28.03.2018

**CIRCULAR**

In continuation of circular **No. CWC/IV-Online PMS /CRC/2017-18/981-D/623B dated 20.11.17**, with the approval of Competent Authority it has now been decided to incorporate additional guidelines with respect to writing of ACRs for smooth implementation e-APAR system for group A&B officials. In view of various changes in organisation's structure which subsequently effects the mapping structure for APR Writing / Reviewing / Accepting, the following guidelines are to be incorporated.

1. If an Appraisee fails to fill his APR within prescribed Time frame, Appraiser will intimate to the Appraisee to submit his APR within one month period otherwise he will loose his opportunity to write his self-appraisal. In such cases, the Reporting Officer should give report without self-appraisal making a suitable note with intimation to the Appraisee. The same process will be followed during Mid-Year / year End Assessment and the window will be opened separately to appraiser in such cases, after closing prescribed timeline.

**Reporting Officer ----->Self-Appraisal (Goal Fixation) + Reporting**

2. If, the Reporting Officer fails to assess the working of officer reported upon for any reason (retired, resigned, not in service etc.) in such cases, the Reviewing Officer will perform the role of Reporting as well as Reviewing Officer.

**Reviewing Officer -----> Reporting + Reviewing** (This is a onetime gap arrangement for F.Y. 2017-18)

3. If, for any reason Reporting Officer has assessed the APR but Reviewing Officer not in service then Countersigning Authority will perform the role of Reviewing and Countersigning Authority.

**Countersigning Authority -----> Reviewing + Countersign**

4. If, either of the officer such as Reviewing or Countersigning Authority is not in service by any reason (i.e. superannuated / resigned, etc.) then the Incumbent Officer shall exercise their power for Reviewing / Countersigning Of APR as per their respective role subject to the condition that the Officer Reporting upon has worked atleast for three months under him.

**Incumbent Officer -----> Reviewing + Countersign**

5. There is a peculiar situation, in which single officer is holding two charges and as per Drill, on the one hand, he is Reporting Officer and another as Reviewing Officer. In such cases, if the charge is held by one officer for working as Reporting and Reviewing + Countersigning, then all the roles i.e. Reporting, Reviewing and Countersign will be performed by one authority subject to the condition that he has assessed the performance of the official reporting upon for atleast three months. (This is a one time arrangement for F.Y. 2017-18)

The above guidelines shall be followed scrupulously by all concerned

  
28-3-18

(Arvind Chaudhri)

**Group General Manager (Pers.)**

**Distribution:**

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

**Copy to:**

1. Sr. PA to Chairman, PPS to MD, Sr. PA to Dir.(MCP), SAM 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.
3. Guard file.