



No.CWC/IV-PMS/CRC/2018-19 / 119 E

Dated:- 30.07.2018

The Regional Manager
CWC, RO

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

**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 and 04.04.14 (copy enclosed) on the subject cited above.

In this connection, it is again reiterated that the copy of Annual Performance Assessment 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.

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

(Handwritten signature)
30-07-18

(Arvind Chaudhri)

Group General Manager (Pers.)Encl. As above.**Copy to:**

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

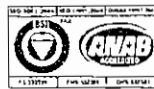
Warehousing Bhavan : 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas,
New Delhi -110016 Phone No:- 26566107/294

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31/7/18

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31/7/18



CENTRAL WAREHOUSING CORPORATION
(A GOVT OF INDIA UNDERTAKING)



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CWC/IV-5/CRC/VOL-II

Dated 14th August, 2012

CIRCULAR


**SUB: Maintenance and preparation of Annual Confidential Reports -
Communication of all entries for fairness and transparency in
public administration**

The Department of Personnel & Training has issued an Office Memorandum (OM) No. 21011/1/2005-Estt (A) (Pt.-II) dated 14.5.2009 which state that the full APAR (Modified nomenclature of Annual Confidential Report) including the overall grading and assessment of integrity shall be communicated to the concerned official after the report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such a system is in vogue. The concerned official shall be given the opportunity to make a representation, if any, against the entries and the final grading given in the report within a period of 15 days from the date of receipt of entries in the APAR and the representation shall be disposed of in the manner as prescribed in the OM under reference.

The DOPT OM Dated 14.05.2009 under reference, has been considered in detail by the Board of Directors of the corporation in its 298th meeting held on 11.07.2012. It has been decided that since the copy of the Annual Performance Assessment Report is being communicated to the Govt. employees, after the Reviewing Officer/Accepting Officer have recorded their views for giving an opportunity to make a representation, if any, the same system of providing copies of ACRs, may be adopted by the Corporation. However, this shall be implemented w.e.f the year 2011-12.

It has further been decided that the Government guidelines/instructions, issued from time to time on the subject may be followed in future. A copy of DOPT OM No. 21011/1/2005-Estt(A)(Pt-II) dated 14.05.2009 is enclosed for reference.

**(Authority: Resolution on Agenda item No.298.6 of
298th meeting of the Board of Directors held on 11.07.2012)**


(Dr. R. S. Shukla)

Asstt. General Manager (P)
For General Manager (Pers.)

Distribution:

1. All HODs, CWC, CO, New Delhi
 2. All RMs, CWC, ROs
 3. All EEs, CWC, CC
 4. Guard File
- } Alongwith copy of DOPT OM dt. 14.05.2009

Copy to:

1. PS to MD/ Director (Personnel)/Director (MCP)/Director (Finance)
CWC, CO New Delhi alongwith DOPT OM under reference.

