



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/I-Prom Policy/Rectt/2018-19/1034

Dated: 15.11.2018

CIRCULAR

In supersession of Circulars No. CWC/I-Policy/Prom/Rectt/2012 dated 15.02.2012 and No. CWC/I-Promotion/Policy/Rectt/2013-14 dated 16/18.06.2015, the following guidelines on determining the crucial date for departmental promotions and promotion process shall be followed with immediate effect:

1. The vacancy year shall be shifted to calendar year from the year 2018 onwards, whereas the financial year based vacancy year being followed till now.
2. The crucial date of eligibility shall be 1st of January of the vacancy year w.e.f. 2019.
3. The APARs for five years preceding T (Transitional) - 2nd year shall be taken as reckoning APARs, i.e. for the vacancy year 2019 (January, 2019 to December, 2019), the reckoning APARs shall be 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14.
4. The year of 2018 being the transitional year, the vacancy period shall be from 1st April, 2018 to 31st December, 2018. The reckoning APARs for this vacancy year shall be 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14. The crucial date of eligibility shall be 1st April, 2018 for the transitional year.
5. Model calendar year for conducting the DPCs at **Annex-I** shall be followed.
6. All promotion orders shall be issued in the first week of January.
7. The effective date of promotion, for reckoning the eligibility period for next higher promotion, shall be considered as 1st January of the vacancy year if the official/promotee will join the promotional post within 45 days from the date of issuance of the promotion orders. For enabling the promotee to join the promotion post, every effort shall be made by the Controlling Officer to relieve the promotee within 20 days from the date of issuance of the promotion order and relieving should not be delayed beyond 20 days by the Controlling Officer. In case, the delay in handing over the charge is due to fault of promotee or the promotee does not want to join the promotional post, the actual date of joining in the post will be considered the effective date of promotion.

8. The promotion order shall be treated as foregone without any notice, if promotee does not join the promotional post within 60 days from the issuance of the promotion orders. The Managing Director, CWC, however, may condone the delay in joining beyond prescribed norms only in exceptional cases, where the delay in joining is beyond the control of promotee.
9. Existing policy for writing of APR/ACR & Grading will continue.
10. The promotion of the WA-II & Group-D posts, for which the Regional Manager is the Appointing Authority and the DPCs are to be conducted at Regional Office level, shall be done as per model calendar year and the instructions mentioned above.

Authority :
Board Agenda Item No. 340.15

Arvind Chaudhri
15-X-18

(Arvind Chaudhri)
Group General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC- With a direction to forward the circular to all concerned.

Copy to:

1. PS to Chairman/ PPS to MD/PS to Dir(MCP)/ SAM to Dir(F)/PA to CVC-for information please.
- ✓ 2. GM(MIS), CWC, CO, New Delhi- for arranging to upload on CWC website.

MODEL CALENDAR FOR CONDUCTING DEPARTMENTAL PROMOTION COMMITTEES(DPCs)

S. No.	Events	Transitional year (01.04.2018 to 31.12.2018)	Calendar-year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Compilation of ACRs/ Integrity Certificates/ Vigilance clearance/ seniority list/ penalty and vacancy position etc.	April - July, 2017	January - April, 2017	January - April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/ Service Rules to the DPC. (Effort should be made to send the proposal to the DPC as soon as possible without waiting for the last date)	31 July, 2017	30 April 2017	30 April 2018
5.	DPC to be held	August, 2017 - January, 2018	May - October, 2017	May - October, 2018
6.	On receipt of DPC minutes, post-DPC follow-up action (including approval of the competent authority)	February - March, 2018	November - December, 2017	November - December, 2018
7.	Last date of getting ready the approved select panel.	31 March, 2018	31 December, 2017	31 December, 2018

Note: Dates/periods suggested in the Model Calendar of DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.