



No.CWC/IV-CO/CRC/2017-18 / 162-D

Dated:- 13.03.2018

RM, CWC, RO

AHD, BLR, BPL, BBSR, CNI, CHD, DLI, GHY, HYD, JPR, KOL, KOCHI, LKO, MUM, N-MUM, PKL, PAT, RPR / CCs.

Sub:- Particulars of Officers/Staff for the year 2017-18

Sir / Madam,

Attention is invited to Corporate Office Circular No. CWC/I-Promotion / Policy / Rectt./2013-14 dated June,16/18, 2015 wherein, it was conveyed that with the approval of Board of Director in its meeting held on 04.06.2015, it has been decided that ACR of all Group C&D staff will also be written financial year wise from 2015-16 and onwards. The APRs of Group "A&B" officials are already being written financial year wise.

In order to ensure complete and timely submission of the **ACRs/ e-Performance Appraisal Reports** to the Corporate Office, the information in the prescribed proforma, is required to be furnished. The names of all officers and employees (except WA-II & Group D employees posted in RO/CC/WH) who have worked / are working for an effective period of three months (90 days) or more during the period **01.04.17 to 31.03.18** in your office, may be mentioned in the enclosed format. The names of officers / employees who have worked for a minimum period of three months or more during the said period and subsequently transferred, resigned, retired etc. as the case may be, should also be given in the statement clearly indicating the date of relief, transfer, resignation and retirement etc.

You are therefore requested to please arrange to send the requisite information in respect of the officials posted in CO/RO/CC/WH as mentioned above on or before 31.03.2018.

This may please be treated as **MOST URGENT**.

Yours faithfully

(Handwritten signature)
13/03/2018
(P.K. Saw)

Dy. General Manager (Pers.)

Enc.-: As Above.

Distribution:-

1. All HODs, CWC, CO, New Delhi.
2. Sr. PA to Chairmen / PPS to MD/ PS to Dir.(MCP)/ SAM to Dir.(Pers.)/PS to CVO.
- ✓ 3. GM (Sys), CWC, CO, New Delhi - with the request to upload the same on CWC website.
4. Guard file.

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

(Handwritten signature)
15/3
JSCMS
ARRS

STATEMENT SHOWING PARTICULARS OF OFFICIALS WORKING/WORKED DURING THE F.Y. YEAR 2017-18

NAME OF DIVISION (CO) / RO / CC / C.W. _____ REGION _____

Sl. NO.	Emp. Code No.	Name of Employee	Desig.	Date of Birth	Date of Joining in Divn./RO /CC/WH	Date of Relief if Transferred/ Resigned/ Retired during 2017-18	Name of the Unit where joined on transfer with date	Remarks
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								

SIGNATURE OF OFFICER WITH DATE : _____

NAME IN BLOCK LETTER : _____

DESIGNATION : _____

Note:-

- 1. RMs/CC Heads/WMs are requested not to include the names of W/A-II and Group-D employees in the statement.**
- 2. The names of HODs/RMs/CC Heads/WMs etc., should be mentioned on the top priority in the statement.**