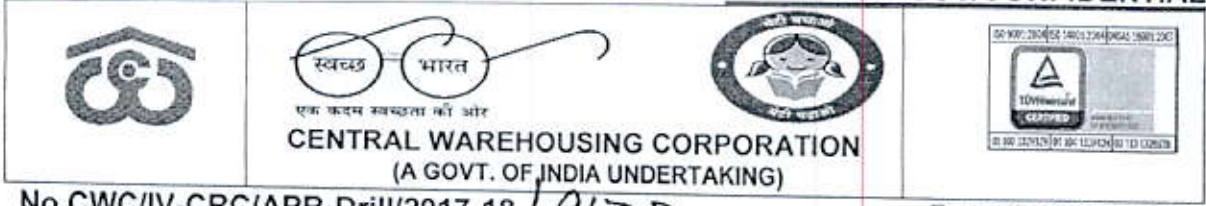


BY SPEED POST/CONFIDENTIAL



No.CWC/IV-CRC/APR-Drill/2017-18 / 917-D

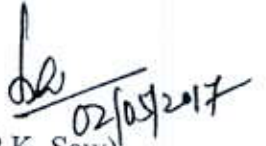
Dated:- 02.05.2017

CIRCULAR

Sub:- Procedure for writing / reviewing and countersigning of Annual Performance Appraisal Reports of officials and staff of Central Warehousing Corporation.

In continuation of circular of even no. CWC/IV-ACR Drill/CRC (Vol-II) / 2013-14 dated 09.10.13 and consequent upon the creation of the post of GGM in the organisation, the matter regarding writing of Annual Performance Appraisal Report in respect of Group General Manager has been considered by the Competent Authority. Relevant pages of CR Drill and 1st and 2nd page of the APR format for officials of E-VI and above level has been modified. The revised copy is enclosed herewith as Annexure – I, II and III.

All concerned are requested to follow the procedure approved by the Competent Authority as given in the annexure for writing / reviewing and countersigning of Annual Performance Appraisal Report in respect of Group General Manager working in Corporate Office / ROs.


(P.K. Saw)

Dy. General Manager (Pers.)

Encl. as above.

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), AM to Dir.(Fin.), SAM to Dir.(Pers.), Sr.PA to CVO, CWC, CO, New Delhi.
2. GM(MIS), CWC,CO, New Delhi-with the request to arrange uploading the circular on CWC website.

CENTRAL WAREHOUSING CORPORATION

APPROVED

ANN

PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

| S.NO. | NAME | ANNEXURE NO. |
|-------|--------------------|--------------|
| 1 | CORPORATE OFFICE | PART - I |
| 2 | REGIONAL OFFICES | PART - II |
| 3 | CONSTRUCTION CELLS | PART - III |
| 4 | WAREHOUSES | PART - IV |

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APPROVED DRILL
PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

CORPORATE OFFICE

PART - I

| S.NO. | POST | REPORTING OFFICER | REVIEWING OFFICER | COUNTERSIGNING OFFICER |
|-------|---|-------------------------------------|-------------------------------------|------------------------|
| 1 | Chief Vig. Officer | Managing Director | Secretary(Food & PD) | CVC |
| 2 | Group General Manager | Director concerned | Managing Director | Managing Director |
| 3 | General Manager | Director concerned | Managing Director | Managing Director |
| 4 | Secretary | Director (Finance) | Managing Director | Managing Director |
| 5 | Chief Engineer | Director (MCP) / Director concerned | Managing Director | Managing Director |
| 6 | Dy. General Manager | GM / GGM concerned | Director concerned | Managing Director |
| | | CVO/Director concerned | Managing Director | Managing Director |
| 7 | Superintending Engineer | Chief Engineer | Director (MCP) / Director concerned | Managing Director |
| 8 | Superintending Engineer (Other than Engg. work) | GM / GGM concerned | Director concerned | Managing Director |
| | | CVO | Managing Director | Managing Director |
| | | Director concerned | Managing Director | Managing Director |

| S.NO. | POST | REPORTING OFFICER | REVIEWING OFFICER | COUNTERSIGNING OFFICER |
|-------|--|---|---|--------------------------|
| 9 | Asstt. General Manager | Dy. General Manager / GM / GGM concerned | Director concerned | Managing Director |
| | | Secretary | Director(Finance) / Director concerned | Managing Director |
| | | Chief Vigilance Officer | GM / GGM concerned / Managing Director | Managing Director |
| 10 | Manager | AGM/DGM/GM/GGM concerned | Director concerned | Managing Director |
| | | Secretary | Director (Finance) / Director concerned | Managing Director |
| | | AGM (Vig) / DGM(Vig) | Chief Vigilance Officer | Managing Director |
| 11 | Executive Engineer | Chief Engineer | Director(MCP) / Director concerned | Managing Director |
| 12 | Executive Engineer (Other than Engg. work) | AGM/DGM/GM/GGM concerned | GM / GGM concerned / Director concerned | Managing Director |
| | | AGM(Vig) / DGM (Vig) | Chief Vigilance Officer | Managing Director |
| 13 | Sr. Assstt. Manager/ Sr. Stat. Officer | Manager/AGM/DGM/HOD concerned | GM/GGM concerned/HOD concerned/Director concerned | CVO / Director concerned |
| | | | | |

| S.NO. | POST | REPORTING OFFICER | REVIEWING OFFICER | COUNTERSIGNING OFFICER |
|-------|--|---|--|--|
| 14 | All Group-B Officers (Except PS/Sr.PA) | Officer under whom working but not below the rank of Sr. Asstt. Manager or equivalent | Officer above Sr. Asstt. Manager or equivalent | HOD concerned / CVO / Director concerned |
| 15 | All Group-C employees (Except PA/Steno) | Officer under whom working but not below the rank of Group-'B' | Officer above Group-'B' level | HOD |
| 16 | All Group-D employees (Except PA/Steno) | Officer under whom working but not below the rank of Group-'B' | Officer above Group-'B' level | SAM/Manager/AGM/DGM/HOD concerned |

IMPORTANT INSTRUCTIONS OF PART - I

| | |
|----|---|
| | |
| 1. | ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working. |
| 2. | In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer. |
| 3. | Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department. |
| 4. | The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division. |

**PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS
REGIONAL OFFICES**

APPROVED DRILL

| S.NO. | POST | REPORTING OFFICER | REVIEWING OFFICER | COUNTERSIGNING OFFICER |
|-------|-----------------------------------|---|-------------------------------------|--|
| 1A | Regional Manager (GM/GM- Level) | Director (MCP) | Managing Director | Managing Director |
| 1B | Regional Manager (below GM Level) | General Manager / GM (Coml) | Director (MCP) | Managing Director |
| | | Director (MCP) (If GM/GM is not in position) | Managing Director | Managing Director |
| 2 | Deputy General Manager/AGM | Regional Manager | Director concerned | Managing Director |
| 3 | Manager/Executive Engineer | Officer under whom working / RM | RM / Director concerned | Director concerned / Managing Director |
| 4 | Sr. Asstt. Manager | Next higher officer | RM | Director concerned |
| | | RM (if working directly under RM) | HOD / Director concerned | Director concerned |
| 5 | All Group-B Officers | Next higher officer i.e, Group 'A' under whom working | Regional Manager | Director concerned |
| | | RM (if working directly under RM) | Director concerned | Director concerned |
| 6 | All Group-C&D employees | Officer under whom working but not below the rank of Group-'B" or equivalent or above | Officer above the Reporting officer | Regional Manager |

IMPORTANT INSTRUCTIONS OF PART – II

| | |
|----|--|
| 1. | ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working. |
| 2. | Where the Reviewing Officer in respect of Group 'C' employees, is not in position above the rank of Group-'B' officer below the Regional Manager in Regional Office, the ACRs will be reviewed & countersigned by the Regional Manager concerned. |
| 3. | Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department. |
| 4. | In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death.....etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer. |
| 5. | The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division. |
| 6. | For IA CELL – ACRs in respect of Group 'B' officers those who are working in IA Cell, Regional Office, will be reported by the next higher officer but not below the rank of Sr. Assistant Manager or above. In case, no Group "A" officer is posted in IA Cell of Regional Office, the ACRs will be reported by Head of IAD of CO & reviewed/countersigned by Director/MD as the case may be. |
| 7. | For IA CELL – ACRs in respect of Group "C" officials posted in IA Cell in Regional Office, will be written by the officer under whom they are working but not below the rank of Group-'B' officers and the review /countersign will be done by the next higher officer and Regional Manager. |

APPROVED DRILL

PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

CONSTRUCTION CELLS

PART-III

| S.NO. | POST | REPORTING OFFICER | REVIEWING OFFICER | COUNTERSIGNING OFFICER |
|--------------|-----------------------------------|---|---|-------------------------------------|
| 1 | Superintending Engineer(Incharge) | Chief Engineer | Director(MCP) / Director concerned | Managing Director |
| 2 | Executive Engineer (Incharge) | Chief Engineer | Director (MCP) / Director concerned | Managing Director |
| 3 | Executive Engineer | CC(Head) | Chief Engineer | Director (MCP) / Director concerned |
| 4 | Manager (A/Cs) | CC(Head) | Director (Finance) | Managing Director |
| 5 | Sr.Asstt. Manager (A/Cs) | CC(Head) | GM/GM (Finance) | Director (Finance) |
| 6 | All Group-B Officers | SAM/Manager/EE concerned | CC (Head) | Chief Engineer / GM/GM concerned |
| 7 | All Group - C & D Officials | CC(Head) if working directly under CC (Head) | Chief Engineer / GM/GM concerned | Director concerned |
| | | Officer under whom working but not below the rank of Asstt. Engineer or equivalent or above | Officer above the rank of reporting officer but below the rank of CC (Head) | CC (Head) |

IMPORTANT INSTRUCTIONS OF PART – III

| | |
|----|--|
| 1. | ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working. |
| 2. | Where the Reviewing officer in respect of Group 'C' employees, is not in position above the rank of Assistant Engineer or equivalent or below the CC Head, ACRs will be reviewed & countersigned by the CC Head. |
| 3. | In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death....etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer. |
| 4. | ACRs in respect of Group 'D' (Class-IV) employees will be written by the Officers to whom they are attached but not below the rank of Group-'B' officials. |
| 5. | Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department. |
| 6. | The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division. |

APPROVED DRILL
PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

WAREHOUSES

| S.NO. | POST | REPORTING OFFICER | REVIEWING OFFICER | COUNTERSIGNING OFFICE |
|-------|---|-------------------------------|--|---|
| 1A | Warehouse / ICD / CFS Manager (AGM - Level)) | Regional Manager | GM/GGM (Coml) / Director concerned (in case RM is of GM/GGM level) | Managing Director |
| 1B | Warehouse Manager (Manager- Level) | Regional Manager | GM/GGM (Coml) / Director (MCP) (in case RM is of GM/GGM level) | Managing Director |
| 1C | Warehouse Manager (Sr.Asstt. Manager - Level) | Regional Manager | GM/GGM (Coml) / Director (MCP) in case RM is of GM/GGM level | Director (MCP) |
| 1D | Warehouse Manager (Below SAM - Level) | Regional Manager | GM/GGM (Coml) / Director (MCP) in case RM is of GM/GGM level | Director (MCP) |
| 2 | Manager | Warehouse / ICD / CFS Manager | Regional Manager | Director concerned |
| 3 | Sr.Asstt. Manager | Warehouse/ICD/CFS/ Manager | Regional Manager | Director concerned |
| 4 | All Group-B Officers | Warehouse/ICD/CFS/ Manager | Regional Manager | GM/GGM concerned / Director concerned (in case RM is of GM/GGM level) |
| 5 | All Group - C & D Employees | Warehouse/ICD/CFS/ Manager | Officer above the level of Warehouse Manager in RO or RM | Regional Manager |

IMPORTANT INSTRUCTIONS OF PART – IV

| | |
|----|---|
| 1. | ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working. |
| 2. | In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer. |
| 3. | Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department. |
| 4. | The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division. |
| 5. | The ACR of officials working in concurrent audit cell at warehouses will be written / reviewed & countersigned as in case of other staff of similar level posted at warehouses. |