



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

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No.CWC/IV-CO/CRC/2012-13(Vol.III)

Dated: 20-8-13

Sub: Particulars of Officers/Staff for the year 2013-14 & 2013.

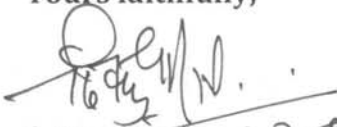
Sir / Madam,

The Annual Confidential Reports of **Group-"C&D" and "A&B"** for the Calendar year 2013 & Financial year 2013-14 respectively are to be written after the close of the Calendar & Financial year respectively. In order to ensure complete and timely submission of the ACRs / Performance Appraisal Reports (PARs) to the Corporate Office, the information in the prescribed proforma, as given overleaf, is required to be furnished. The names of all the 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 from 01.01.2013 to 31.12.2013 & 01.04.2013 to 31.03.2014 in your office, may be mentioned in the enclosed formats (**Annexure-A&B**). 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., as per proforma.

You are, therefore requested to please arrange to send the requisite information in respect of the officials posted in CO/ROs/CCs/ WHs as mentioned **above on or before 31.10.2013 in Annexure "A" and in Annexure "B" by 15.01.2014.**

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

Yours faithfully,


(Dinesh Kumar) 20813
Manager(R&P)

CC to:- File No.CWC/I-PMS/Rectt/12-13

**STATEMENT SHOWING PARTICULARS OF EMPLOYEES WORKING / WORKED DURING THE PERIOD
FROM 01.01.2013 TO 31.12.2013**

NAME OF DIVISION (CO) / RO / CC / WAREHOUSE _____ REGION _____

Sl.No.	Name of Employee	Designation	Date of Birth	Date of Joining in Divn / RO / CC / WH	Date of Relief if Transferred / resigned / retired during 2013	Name of the Unit where joined on transfer	Remarks

SIGNATURE OF OFFICER : _____
NAME IN BLOCK LETTER : _____
DESIGNATION & DATE : _____

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

**STATEMENT SHOWING PARTICULARS OF OFFICERS WORKING / WORKED DURING THE PERIOD FROM
01.04.2013 TO 31.03.2014**

NAME OF DIVISION (CO) / RO / CC / WAREHOUSE _____ REGION _____

Sl.No.	Name of Officer	Designation	Date of Birth	Date of Joining in Divn / RO / CC / WH	Date of Relief if Transferred / resigned / retired during 2013-14	Name of the Unit where joined on transfer	Remarks

SIGNATURE OF OFFICER : _____

NAME IN BLOCK LETTER : _____

DESIGNATION & DATE : _____

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