



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



CWC/CRC-Circular/2019-20/ 7113

Dated: 11th September, 2019

CIRCULAR

Attention is drawn to the general guidelines issued for writing APR / ACR of the officials working at various Offices / Divisions of Central Warehousing Corporation. It has been observed that the guidelines are not adhered to scrupulously by the Reporting Officers while writing the Annual Reports of the officials working under them. This defeats the very purpose of assessing the performance / ability of the official for considering promotion to the next post as well as taking decision for retention in the service of the Corporation during review on attaining the age of 50 years/55 years as per Govt. rules / provisions of Staff Regulations. It has also been observed in many cases that the same Reporting Officers are not ready to accept some of the officials if transferred to work with them whereas they give very good Annual Performance Report for such officials.

It is, therefore, reiterated that real and true assessment of various traits of the personality/performance of the officials as well as assessment of their work / integrity must be reflected and a true pen picture be drawn/enumerated in the Annual Performance Report of the officials.

This must be followed strictly.

(RAKESH KUMAR SINHA)
DIRECTOR (Personnel)

DISTRIBUTION

- All RMs, Central Warehousing Corporation.
- All HODs, Central Warehousing Corporation.
- All Warehouses / CFS / ICD, Central Warehousing Corporation.
- PS to Chairman / Sr.PA to MD / PS to Dir.(MCP) / SAM to Dir.(F) / PS to Dir.(Pers.) - for information.

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