
 CENTRAL WAREHOUSING CORPORATION (A GOVT. OF INDIA UNDERTAKING)	BY SPEED POST/CONFIDENTIAL 
No.CWC/IV-PMS/CRC/2018-19 / 498 D		Dated:- 25.03.2019

The Regional Manager
CWC, RO

Ahmedabad / Bangalore / Bhopal / Bhubaneswar / Chandigarh / Chennai /
Delhi / Guwahati / Hyderabad / Jaipur / Kochi / Kolkata / Lucknow /
Mumbai / Patna.

**Sub: Maintenance and preparation of Annual Confidential Reports -
Communication of all entries for fairness and transparency...Reg.**

Sir / Madam,

This has reference to this office earlier circulars dated 14.08.12, 04.04.14 and 30.07.18 on the subject cited above.

In this connection, it is again reiterated that the copy of Annual Confidential Report may be communicated by Regional Manager to all Group C&D employees working under regional offices after the Reviewing / Accepting officer have recorded their views and completed at RO level. This will give an opportunity to employees to make a representation, if any.

Further, it is also observed that some Regional Offices are sending the ACRs of WA-II and other below staff (completed at RO, level) to Corporate Office for necessary record. The same may be discontinued henceforth and shall be maintained at RO level. However, on promotion to the post of WA-I, his ACR folder, maintained at RO, may also be sent to CO for further DPC requirement.

The content of the circular may be brought to the notice of all concerned officials.


25-03-19




(Arvind Chaudhri)

Group General Manager (Pers.)

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. GM (MIS), CWC, CO, New Delhi – for updating this on CWC website.
3. PS to Chairman / Sr.PA to MD / SAM to Dir. (Fin.) / PS to Dir.(MCP) / PA to CVO, CO, New Delhi.
4. Guard file.

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

	 CENTRAL WAREHOUSING CORPORATION (A GOVT. OF INDIA UNDERTAKING)	BY SPEED POST/CONFIDENTIAL 
No.CWC/V-CO/CRC/ACR/2018-19 / 438A		Dated:-11.03.2019

RM, CWC, RO
AHD, BLR, BPL, BBSR, CNI, CHD, DLI, GHY, HYD, JPR, KOL, KOCHI, LKO,
MUM, ~~MUM~~, PAT.

Sub:- Submission of ACRs of Group C&D officials for the year 2018-19..reg.

Sir / Madam,

As you are well aware that ACRs of Group C&D official are being written financial year wise i.e. 1st April, 2018 to 31st March, 2019 for the year 2018-19.

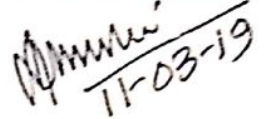
It is assumed that all ACRs, in prescribed format, with the column regarding "Proficiency in Rajbhasha", as already circulated on dated 13.10.17 by corporate office, pertaining to Group "C&D employees, working / worked in your region during the year, will got completed at Reporting, Reviewing and Countersigning level, as the case may be, by the end of 20th April, 2019. In this regard, while writing ACRs some points as per C.O. circular dated 04.11.2016, should be taken into account, which are given below:-

1. If the "Integrity" of any official is found "doubtful" by the Reporting Officer, a secret note regarding the same has to be attached along with ACR. Despite the fact that, this instruction is clearly mentioned in the format itself, many Reporting Officers merely mention "Integrity" doubtful, without attaching the secret note. Since, the column of "Integrity" is of the utmost importance, due diligence should be practiced by the Reporting Officers while filling up this column. It is also added that apart from "doubtful" or "beyond doubt", no other remarks should be written/mentioned in the column of "integrity".
2. It has been noticed that in respect of group "C&D" employees, even after mentioning / recording the Adverse Remarks while filling up the columns of the ACRs, the Reporting Officers finally rate the same employee in either "good or Very Good" category, which is contradictory in nature.
3. In maximum cases, the seal / stamp and date is not mentioned underneath the signature of the Reporting, Reviewing and Countersigning Authorities, which makes it very difficult to check the rightness of the hierarchy of the respective official.
4. CPF Code and Latest Seniority Number in respect of group "C&D" employee must be invariably mentioned on the front page of the ACR in order to avoid duplication with the employees having same name.



All RMs are requested to personally ensure that ACRs of group "C" officials (WA-I & above) sent to CO are error free & duly completed in all respect. The completed ACRs in all respect, should reach to GGM (Pers.), CWC, CO, New Delhi on or before 30th April, 2019.

Yours faithfully


11-03-19

(Arvind Chaudhri)
Group General Manager (Pers.)

Distribution:-

1. All HODs, CWC, CO, New Delhi.
2. PS to Chairmen / Sr. PA to MD/ PS to Dir.(MCP)/ Sr. PA to Dir.(Pers.)/PA to CVO/ SAM to Dir. (Fin.)
3. GM (MIS), CWC, CO, New Delhi – with the request for uploading this on CWC website.
4. Guard file.