



75
Azadi Ka
Amrit Mahotsav



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-PD/5/2022-PERSONNEL

Dated: 09.08.2022

CORRIGENDUM

Sub: Procedure to be adopted by the Department Promotion Committee (DPC) and number of Annual Confidential Reports (APAR/ACR) to be reckoned for consideration by the DPCs.

1. The circular no. CWC/ XV-4 (PP)/ Rectt/ 89 dated 03rd September, 1990, on procedure to be followed by the DPCs, is put in abeyance. The consolidated guidelines to be adopted by the DPCs for selection post is enclosed as **Annexure-I**.
2. The APARs/ACRs for five years preceding T-2nd year be taken as reckoning APARs/ACRs, i.e. for the vacancy year 2019 (January 2019 to December, 2019), the reckoning APARs/ACRs shall be 2016-17, 2015-16, 2014-15, 2013-14 and 2012-13.

These instructions are issued with approval of Competent Authority and shall be applied prospectively.

(Anil Manik Rao)
Group General Manager (Personnel)

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. AGM (Estt)/ Manager (IR)/ Manager (Liaison), CWC, CO, New Delhi.
3. All Regional Managers, CWC, Regional Offices.
4. PS to MD /PS to Dir (Pers.)/ PS to Dir (MCP)/PA to Dir(F&A), CWC, CO, New Delhi.

1. Methods and procedures for assessment by the DPCs for Selection Posts in the Corporation

1.1 DPCs enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them.

1.2 While merit has to be recognised and rewarded, advancement in officer's career would not be regarded as a matter of course, but should be earned by dint of hard work, good conduct and result oriented performance as reflected in the annual confidential reports and based on strict and rigorous selection process. The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the employees as '*fit*' or '*unfit*' only.

1.3 Corporation also desires to clear the misconception about "Average" performance. While "Average" may not be taken as adverse remark in respect of an officer, at the same time, it cannot be regarded as complimentary to the officer, as 'Average' performance should be regarded as routine and undistinguished. It is only performance that is above average and performance that is really noteworthy which should entitle an employee to recognition and suitable rewards in the matter of promotion.

2. Consideration of Confidential Reports (Annual Performance Appraisal Reports – APARS/ACRs)

2.1 Confidential Rolls/Performance Appraisal (APARs) reports are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs (APARs) should be fair and non-discriminatory.

a. Number of ACRs to be considered:

The DPC should consider CRs for equal number of years in respect of all employees considered for promotion subject to (c) below. The DPC should assess the suitability of the employees for promotion on the basis of their service record and with particular reference to the CRs/APARs for five preceding years irrespective of the qualifying service prescribed in the Service /Recruitment Rules. However, in cases where the required qualifying service is more than five years, the DPCs should see the records with particular reference to the CRs for the years equal to the required qualifying service. The 'preceding five years' for the aforesaid purpose shall be decided as per the guidelines contained in DoP&T instructions issued from time to time. (If more than one CR/APAR have been written for a particular year, all the CRs/APARs for the relevant years shall be considered together as the CR/APAR for one year).

Where one or more CRs (APARs) have not been written for any reason during the relevant period, the DPC should consider the CRs (APARs) of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs (APARs) of the lower grade into account to complete the number of CRs (APARs) required to be considered as per (b) above. If it is also not possible, all the available CRs (APARs) should be taken into account.

b. Assessment where an officer working in next higher grade on ad hoc basis:

Where an officer is officiating in the next higher grade and has earned CRs (APARs) in that grade, his CRs (APARs) in that grade may be considered by the DPC in order to assess his/her work, conduct and performance, but no extra weightage may be given merely on the ground that he/she has been officiating in the higher grade.

c. Grading an officer – Own assessment by the DPC:

The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs (APARs) but should make its own assessment on the basis of the entries in the CRs (APARs), because it has been noticed that sometimes the overall grading in a CR (APAR) may be inconsistent with the grading under various parameters or attributes.

In cases where the assessment by DPCs is apparently not in line with the grades in the ACRs (APARs), the DPC should appropriately substantiate its assessment by giving reasons, so that the appointing authority could factor these while taking a view on the suitability of officer for promotion.

If the Reviewing authority or the Accepting authority as the case may be has over-ruled the Reporting Officer or the Reviewing Authority, as the case may be, the remarks of the latter authority should be taken as the final remarks for the purpose of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting officer, Reviewing authority and Accepting authority are complementary to each other and one does not have the effect of over ruling the other, then the remarks should be read together and the final assessment made by the DPC

2.2 The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed bench mark and accordingly grade the employees as 'fit' or 'unfit' only. Only those who are graded 'fit' (i.e. who meet the prescribed bench-mark) by the DPC shall be included and arranged in the select panel in order to their inter-se seniority in the feeder grade. Those employees who are graded 'unfit' (in terms of the prescribed bench-mark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit (in terms of the prescribed bench-mark) by the DPC.

2.3 Where the authority has upgraded / downgraded the overall grading without giving sufficient reasons, the DPC shall treat such an exercise as *non-est/ invalid*. General terms, such as "*I agree or disagree with the Reporting Officer / Reviewing Officer*" used by the Reviewing / Accepting Authority shall not be construed as sufficient reason for upgrading / downgrading the overall grading given by the Reporting Authority / Reviewing Authority.

2.4 Adverse remarks in regard to the performance and conduct of the officer, recorded on the basis of sufficient material against any other column should as usual be communicated to the officer reported upon. The Reporting Officer's observations have necessarily to be with reference to the actual performance of the officer during the period and that too on the basis of established facts and other relevant materials contained in the memorandum of services, etc.

2.5 Before making the overall grading after considering the CRs (APARs) for the relevant years, the DPC should take into account whether the employee has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the CRs. The DPC should also have regard to the remarks against the column on integrity.

3. Preparation of Panel

3.1 The list of candidates considered by the DPCs and the overall grading assigned to each candidate would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed in the preparation of the panel.

Bench mark

Having regard to the levels of the posts to which promotions are to be made, the nature and importance of duties attached to the posts, a bench mark would be determined for each category of posts for which promotions are to be made by selection method. For promotion to all Group 'B' and Group 'A' posts below the pay scale of E-5, the bench mark shall be 'Good' For promotion to all posts which are in the pay scale of E-5 and above, the bench mark grade shall be 'Very Good'.

No supersession in promotion:

Only those employees who are graded 'fit' (i.e. those who meet the prescribed benchmark) by the DPC shall be included and arranged in the select panel in order of their inter-se seniority in the feeder grade. Those employees who are graded 'unfit' (in terms of the prescribed benchmark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed benchmark) by the DPC.

Although among those who meet the prescribed bench-mark, inter-se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfilment of all the conditions laid down in the relevant Recruitment/Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he/she should have rendered the prescribed eligibility service in the feeder post.
