



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-PD0CR/149/2022-PERSONNEL

Dated 19-12-2022

CIRCULAR

Sub: Procedure for writing, reviewing and countersigning of Annual Performance Appraisal Report/Annual Confidential Report of the officers and staff of CWC.

The instructions issued for writing of APARs/ACRs in respect of the officers and staff of the Corporation have not been revised for quite some time and the positions in the Corporation at various levels have undergone major changes during the last few years. The changed business dynamics have necessitated the need for revising the CR Drill.

In supersession of all earlier instructions, drill for writing APAR/ACR for the officials of the Corporation working at various places i.e. Corporate Office, Regional Offices and Warehouses has been revised from this year i.e. 2022-23 onwards. The revised copy is enclosed herewith as Annexure – I, II & III.

All concerned are requested to follow the procedure approved by the Competent Authority.

ANIL
MANIK RAO

Digitally signed by
ANIL MANIK RAO
Date:
.....

(Anil Manik Rao)
Group General Manager (Pers.)

Encl. as above.

Distribution:

1. All Divisional Heads, CWC, CO, New Delhi.
2. All Regional Manager, CWC, Regional Offices.

Copy to:

1. PS to MD, PS to Dir. (M&CP), PA to Dir. (Fin.), PS to CVO.
2. SAM (MIS), CWC, CO, New Delhi- with the request to arrange uploading the circular on CWC website.

CENTRAL WAREHOUSING CORPORATION

APPROVED PERFORMANCE APPRAISAL DRILL

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	WAREHOUSES	PART – III

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	Head of the Divisions	Director concerned	Managing Director	Managing Director
4	Secretary	Director (Finance)	Managing Director	Managing Director
7	Superintending Engineer	Chief Engineer	Director (M&CP)	Managing Director
8	Sectional Head (Group-A)	HoD concerned	Director concerned	Managing Director
9	Officers (Group A & B) reporting to Sectional Heads	Sectional Head concerned	HoD concerned	Director concerned
10	Group B (Except PS/Sr. PA)	Next Higher Officer	Sectional Head concerned	HoD concerned
11	Group-C employees (Except PA/Steno)	Next Higher Officer/ Sectional Head concerned	Sectional Head / HOD	HOD

12	Group-D employees	Officer under whom working	Next Higher Authority/Sectional Head	Sectional Head / HoD
13	Staff Car Driver/Sr. Staff Car Driver	Head of the Administration	Officer concerned with whom attached	-
14	PPS/PS/Sr.PA/PA/Steno	Officer concerned with whom attached		
15	Finance Officer in Engineering/ Commercial Division	Head of Engineering/ Commercial	Director concerned	MD

PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

REGIONAL OFFICES

PART - II

S.No.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER
1	Regional Manager	Head of the Corporate Commercial Division / Director (M&CP)*	Director (M&CP) / Managing Director	Managing Director
2	Sectional Head	Regional Manager	HoD concerned at CO	Director concerned
3	Officers reporting to Sectional Head	Sectional Head	Regional Manager	HoD concerned / Director
4	Group A or B officer (directly reporting to RM)	Regional Manager	HoD	HoD
6	All Group-C employees	Officer to whom reporting/Sectional Head	Sectional Head / Regional Manager	Regional Manager
7	All Group-D employees	Officer/Official to whom reporting /Sectional Head	Sectional Head / Regional Manager	Regional Manager
8	Staff Car Driver/Sr. Staff Car Driver	Head of the Establishment	Regional Manager	-
9	PPS/PS/Sr.PA/PA/Steno	Officer concerned with whom attached		

* In case Regional Manager is senior to head of Commercial Division CO then reporting of such Regional Manager will be done to Director (M&CP) level.

PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

WAREHOUSES

PART - III

S.No.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER
1.	Warehouse / ICD / CFS Manager	Regional Manager	HoD	Director (M&CP)
2.	Any officer under Warehouse Manager / ICD / CFS	Warehouse / ICD / CFS / Manager	Regional Divisional Head concerned	Regional Manager
3.	All Group – C	Warehouse / ICD / CFS / Manager	Regional Divisional Head concerned	Regional Manager
4.	All Group – D	Warehouse / ICD / CFS / Manager	Regional Divisional Head concerned	Regional Divisional Head concerned

IMPORTANT INSTRUCTIONS

1.	In case, Reporting Officer is not available/fails to write APAR/ACR due to VRS/ Superannuation/ Resignation/ Death etc and one month grace period is also over as the case may be, the APAR/ACR will be written by the Reviewing Officer concerned.
2.	Those who are on deputation, their APAR/ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the borrowing Deptt in the APAR/ACRs formats prescribed by the borrowing department.
3.	For Internal Audit (IA) Cell – APAR/ACRs in respect of Officials/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 APAR/ACRs will be reported/ review/ countersign as per the provision designed for IA Division of Corporate Office.
4.	Assessment of officers/officials of engineering cadre posted at warehouse will be governed as per the schedule of assessment applicable for a section at regional office concerned.
5.	In case Regional Manager is senior to head of Commercial Division CO then reporting of such Regional Manager will be done to Director (M&CP) level.
6.	In case of posting out of parent cadre, mapping should be done as per the equivalent post.
7.	For any exceptional circumstances, Managing Director may decide the appropriate mapping.
8.	HoD: Head of Division at Corporate Office.