



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/CRC/e-ACR/2021-22

Date: 04.04.2022

CIRCULAR

Sub: Annual Confidential Report (ACR) of Group C & D Officials for the year 2021-22...reg.

The HRMS window (including self-appraisal / assessment iro C & D employees holding the charge of Warehouse Managers) of e-ACRs for the year 2021-22 will be open w.e.f. 06-04-2022. In this regard, necessary rights have already been assigned to all Nodal Officers and other concerned officials.

In view of the above, all Nodal officers dealing with ACRs in their respective region are advised to update *reporting-mapping* of Group C & D employees while following the CR Drill circulated vide CO Circular dated 02-05-2017 (as enclosed).

Following timelines may please be adhered by all concerned:

Authority Concerned	Last Date for Assessment Year 2021-22
For Appraisee (In case of Warehouse Manager)	30.06.2022
Approval by Appraiser	10.07.2022
Reviewer	31.07.2022
Accepting & Countersigning Authority	10.08.2022

Other modalities have already been referred in circular dated 01-05.2020 (as enclosed), which may please be taken into consideration while writing e- ACRs.

Encl: As above.

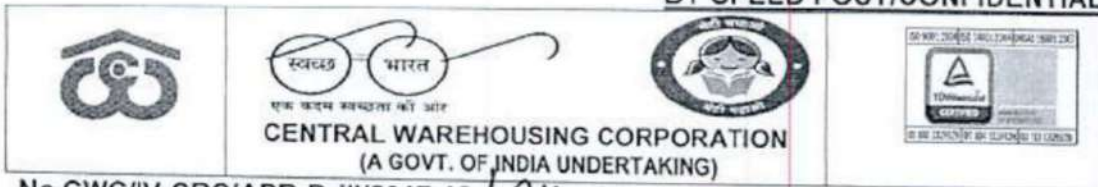
Date: 2022.04.04
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(Debapati Saha Chowdhury)
Asst. General Manager (CR)

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. PS to Chairman, PS to MD, PA to Dir. (Fin), PS to Dir. (Pers), PS to Dir. (MCP), AGM(Vig.), CWC, CO, New Delhi.
4. Manager (HRMS) – for necessary action.
5. SAM (MIS), CWC, CO, New Delhi – for updating this on CWC website.

BY SPEED POST/CONFIDENTIAL



No.CWC/IV-CRC/APR-Drill/2017-18 / 917-D

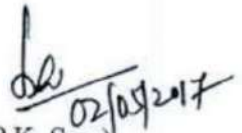
Dated:- 02.05.2017

CIRCULAR

Sub:- Procedure for writing / reviewing and countersigning of Annual Performance Appraisal Reports of officials and staff of Central Warehousing Corporation.

In continuation of circular of even no. CWC/IV-ACR Drill/CRC (Vol-II) / 2013-14 dated 09.10.13 and consequent upon the creation of the post of GGM in the organisation, the matter regarding writing of Annual Performance Appraisal Report in respect of Group General Manager has been considered by the Competent Authority. Relevant pages of CR Drill and 1st and 2nd page of the APR format for officials of E-VI and above level has been modified. The revised copy is enclosed herewith as Annexure – I, II and III.

All concerned are requested to follow the procedure approved by the Competent Authority as given in the annexure for writing / reviewing and countersigning of Annual Performance Appraisal Report in respect of Group General Manager working in Corporate Office / ROs.


(P.K. Saw)

Dy. General Manager (Pers.)

Encl. as above.

Distribution:

1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices
3. All Supdtg./Executive Engineers, CWC, Construction Cells

Copy to:

1. Sr. PA to Chairman, PPS to MD, Sr. PA to Dir.(MCP), AM to Dir.(Fin.), SAM to Dir.(Pers.), Sr.PA to CVO, CWC, CO, New Delhi.
2. GM(MIS), CWC,CO, New Delhi-with the request to arrange uploading the circular on CWC website.

ANN

CENTRAL WAREHOUSING CORPORATION

APPROVED

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	CONSTRUCTION CELLS	PART - III
4	WAREHOUSES	PART - IV

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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	Group General Manager	Director concerned	Managing Director	Managing Director
3	General Manager	Director concerned	Managing Director	Managing Director
4	Secretary	Director (Finance)	Managing Director	Managing Director
5	Chief Engineer	Director (MCP) / Director concerned	Managing Director	Managing Director
6	Dy. General Manager	GM / GGM concerned	Director concerned	Managing Director
7	Superintending Engineer	CVO/Director concerned Chief Engineer	Managing Director Director (MCP) / Director concerned	Managing Director Managing Director
8	Superintending Engineer (Other than Engg. work)	GM / GGM concerned CVO Director concerned	Director concerned Managing Director Managing Director	Managing Director Managing Director Managing Director

S.NO.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER
9	Asstt. General Manager	Dy. General Manager / GM / GGM concerned Secretary Chief Vigilance Officer	Director concerned Director(Finance) / Director concerned GM / GGM concerned / Managing Director Director concerned	Managing Director Managing Director Managing Director Managing Director
10	Manager	AGM/DGM/GM/GGM concerned Secretary AGM (Vig) / DGM(Vig)	Director (Finance) / Director concerned Chief Vigilance Officer	Managing Director Managing Director Managing Director
11	Executive Engineer	Chief Engineer	Director(MCP) / Director concerned	Managing Director
12	Executive Engineer (Other than Engg. work)	AGM/DGM/GM/GGM concerned AGM(Vig) / DGM (Vig)	GM / GGM concerned / Director concerned Chief Vigilance Officer	Managing Director Managing Director
13	Sr. Asstt. Manager/ Sr. Stat. Officer	Manager/AGM/DGM/HOD concerned	GM/GGM concerned/HOD concerned/Director concerned	CVO / Director concerned

S.NO.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER
14	All Group-B Officers (Except PS/Sr.PA)	Officer under whom working but not below the rank of Sr. Asstt. Manager or equivalent	Officer above Sr. Asstt. Manager or equivalent	HOD concerned / CVO / Director concerned
15	All Group-C employees (Except PA/Steno)	Officer under whom working but not below the rank of Group-'B'	Officer above Group-'B' level	HOD
16	All Group-D employees (Except PA/Steno)	Officer under whom working but not below the rank of Group-'B'	Officer above Group-'B' level	SAM/Manager/AGM/DGM/HOD concerned

IMPORTANT INSTRUCTIONS OF PART - I

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death....etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
3.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
4.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.

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**PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS
REGIONAL OFFICES**

S.NO.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER	P/
1A	Regional Manager (GM/GGM- Level)	Director (MCP)	Managing Director	Managing Director	
1B	Regional Manager (below GM Level)	General Manager / GGM (Coml)	Director (MCP)	Managing Director	
		Director (MCP) (If GM/GGM is not in position)	Managing Director	Managing Director	
2	Deputy General Manager/AGM	Regional Manager	Director concerned	Managing Director	
3	Manager/Executive Engineer	Officer under whom working / RM	RM / Director concerned	Director concerned / Managing Director	
4	Sr. Asstt. Manager	Next higher officer	RM	Director concerned	
		RM (if working directly under RM)	HOD / Director concerned	Director concerned	
5	All Group-B Officers	Next higher officer i.e. Group 'A' under whom working	Regional Manager	Director concerned	
		RM (if working directly under RM)	Director concerned	Director concerned	
6	All Group-C&D employees	Officer under whom working but not below the rank of Group-'B" or equivalent or above	Officer above the Reporting officer	Regional Manager	

IMPORTANT INSTRUCTIONS OF PART - II

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	Where the Reviewing Officer in respect of Group 'C' employees, is not in position above the rank of Group-'B' officer below the Regional Manager in Regional Office, the ACRs will be reviewed & countersigned by the Regional Manager concerned.
3.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
4.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death....etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
5.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.
6.	For IA CELL - ACRs in respect of Group 'B' 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 ACRs will be reported by Head of IAD of CO & reviewed/countersigned by Director/MD as the case may be.
7.	For IA CELL - ACRs in respect of Group "C" officials posted in IA Cell in Regional Office, will be written by the officer under whom they are working but not below the rank of Group-'B' officers and the review /countersign will be done by the next higher officer and Regional Manager.

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PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

CONSTRUCTION CELLS

PART-III

S.NO.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER
1	Superintending Engineer(Incharge)	Chief Engineer	Director(MCP) / Director concerned	Managing Director
2	Executive Engineer (Incharge)	Chief Engineer	Director (MCP) / Director concerned	Managing Director
3	Executive Engineer	CC(Head)	Chief Engineer	Director (MCP) / Director concerned
4	Manager (A/Cs)	CC(Head)	Director (Finance)	Managing Director
5	Sr.Asstt. Manager (A/Cs)	CC(Head)	GM/GGM (Finance)	Director (Finance)
6	All Group-B Officers	SAM/Manager/EE concerned	CC (Head)	Chief Engineer / GM/GGM concerned
		CC(Head) if working directly under CC (Head)	Chief Engineer / GM/GGM concerned	Director concerned
7	All Group - C & D Officials	Officer under whom working but not below the rank of Asstt. Engineer or equivalent or above	Officer above the rank of reporting officer but below the rank of CC (Head)	CC (Head)

IMPORTANT INSTRUCTIONS OF PART – III

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	Where the Reviewing officer in respect of Group 'C' employees, is not in position above the rank of Assistant Engineer or equivalent or below the CC Head, ACRs will be reviewed & countersigned by the CC Head.
3.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death...etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
4.	ACRs in respect of Group 'D' (Class-IV) employees will be written by the Officers to whom they are attached but not below the rank of Group-'B' officials.
5.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
6.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.

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PROCEDURE FOR WRITING/REVIEWING/COUNTERSIGNING OF ANNUAL CONFIDENTIAL REPORTS

WAREHOUSES					PAI
S.NO.	POST	REPORTING OFFICER	REVIEWING OFFICER	COUNTERSIGNING OFFICER	
1A	Warehouse / ICD / CFS Manager (AGM - Level))	Regional Manager	GM/GGM (Coml) / Director concerned (in case RM is of GM/GGM level)	Managing Director	
1B	Warehouse Manager (Manager- Level)	Regional Manager	GM/GGM (Coml) / Director (MCP) (in case RM is of GM/GGM level)	Managing Director	
1C	Warehouse Manager (Sr.Asstt. Manager - Level)	Regional Manager	GM/GGM (Coml) / Director (MCP) in case RM is of GM/GGM level	Director (MCP)	
1D	Warehouse Manager (Below SAM - Level)	Regional Manager	GM/GGM (Coml) / Director (MCP) in case RM is of GM/GGM level	Director (MCP)	
2	Manager	Warehouse / ICD / CFS Manager	Regional Manager	Director concerned	
3	Sr.Asstt. Manager	Warehouse/ICD/CFS/ Manager	Regional Manager	Director concerned	
4	All Group-B Officers	Warehouse/ICD/CFS/ Manager	Regional Manager	GM/GGM concerned / Director concerned (in case RM is of GM/GGM level)	
5	All Group - C & D Employees	Warehouse/ICD/CFS/ Manager	Officer above the level of Warehouse Manager in RO or RM	Regional Manager	

IMPORTANT INSTRUCTIONS OF PART - IV

1.	ACRs in respect of PS/Sr.PA/PA will be reported/reviewed/countersigned by the officers under whom they are working.
2.	In case, Reporting Officer is not available/fails to write ACR due to VRS/ Superannuation/ Resignation/ Death....etc and one month grace period is also over as the case may be, the ACR will be written by the concerned Reviewing Officer.
3.	Those who are on deputation, their ACRs will be reported / reviewed / countersigned, as the case may be, as per the procedure laid down by the Govt / lending Deptt in the ACR formats prescribed by the lending / borrowing department.
4.	The ACRs of Steno/Sr. Staff Car Driver/Staff Car Driver will be written by the officers to whom they are attached or by Admn. Section of Personnel Division.
5.	The ACR of officials working in concurrent audit cell at warehouses will be written / reviewed & countersigned as in case of other staff of similar level posted at warehouses.



No. Estt/HRMS Online/2019-20/eACR

Dated 01.05.2020

CIRCULAR

In continuation of efforts towards digitization of HR processes in the Corporation, a new module **e-ACR** is incorporated into HRMS portal. This would facilitate processing of Annual Confidential Reports (ACR) of Group C and D employees through HRMS, akin to APARs for Group A and B employees. Hence, it will help to do away with the manual process of ACRs.

The new system will go live on 01.05.2020 and ACR for assessment Year 2019-20 of all Group C and D employee shall be filled using eACR module only. No manual ACR in respect of Group C and D cadres shall be accepted.

The module is designed for management and automation of process of ACR from the initiation stages, such as setting of KPAs for Self-Appraisal by the individuals (only if Group C official is Warehouse Manager) and assessment by Reporting, Reviewing and Countersigning/Final Accepting Authority (wherever applicable). The flow of assessing authorities involved in different formats of e-ACR is appended at **Appendix A**.

The very idea of incorporating this module is to make Appraisal process of the corporation paperless so as to ensure transparency, encourage accountability, create a better outcome for everyone and efficiency for ready access of ACR by the authorized officer, preventing loss of ACR in transition, non-recording of proper remarks with date including adverse remarks by Reporting authorities etc. All these issues have been addressed in e-ACR module. **Also, for each region, Nodal Officer of e-APAR has to be nominated for e-ACR module as well who will be trained to implement online e-ACR in their respective regions.**

Following salient aspects are enumerated below for attention and adherence by concerned authority while assessing performance of subordinates:-

- (a) If "Integrity" of any official is found "doubtful" by the Reporting Officer, necessary comments should be written in the textbox and a secret note to support the remarks has to be attached along with the ACR. Since the column of "Integrity" is of the utmost importance, due diligence be exercised by the Reporting Officers while filling up this column.

- (b) It has been noticed that in respect of "Group C and D" employees, even after mentioning / recording 'Adverse Remarks' while filling up ACRs, the Reporting Officers finally rate the same employee in "Good or Very Good" category, which is contradictory in nature. Reporting Officer should ensure that the assessment is unbiased, transparent and befitting the professional conduct of the employee being reported upon.
- (c) To ensure fair and justified evaluation, entries based on mere suspicion may be avoided. Documentary evidence should also be attached for any adverse entry recorded in e-ACR.

The user manual for newly incorporated module is made available on the portal for reference and better appreciation of the module.

Hindi version of the circular will follow.

 Digitally signed
by PAWAN
KUMAR

(Pawan Kumar)
Dy. General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All RMs for circulation to all concerned.
3. GGM(MIS), CWC, CO, New Delhi – for updating this on CWC website
4. Sr. PA to Chairman, PPS to MD, SAM to Dir(Pers), PS to Dir(MCP), PS to CVO, CWC, CO, New Delhi

THE FLOW OF ASSESSING AUTHORITIES INVOLVED IN ASSESSING DIFFERENT FORMATS OF e-ACR

1. e-ACR for PA, Steno (One level)



2. e-ACR for Group D (Three levels)



3. e-ACR for Driver (Two levels)



4. e-ACR for TA/JTA (Three levels)



5. e-ACR for JS,HT,WA-I,II (Three levels)



6. e-ACR for Electrical Mistry (Three levels)



7. e-ACR for Warehouse Manager (Four levels):-

