



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



4/1, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi-110 016

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CIRCULAR

It has come to the notice of this office that many officials superannuating during the year after putting in more than 3 months service (in that particular year) are not writing their self appraisal ACRs/APRs before demitting the office. This results in unnecessary correspondence with their controlling officers.

It has, therefore, been decided that every official, where self appraisal is required, will write his self appraisal ACR/APR before superannuation and the controlling officers will ensure to provide the blank formats well in time to the retiring officials and also ensure duly filled in report is received in their office for further necessary action. In case such report is not received from the retiring officials, this fact must be reported to the appropriate authority while issuing NDC for the purpose of settlement of retiral dues. Non-submission of ACR/APR by the retiring officials will lead to non-payment of PRP (in case of Group A & B officials), for which the concerned official/reporting officer would be responsible. In case reporting officers are not taking action, similar action may follow for them. Further every retiring officer is required to ensure that all ACR/APR are completed/submitted by him before superannuation.

This may be noted for strict compliance. The contents of this circular may be brought to the notice of all employees.


(Pawan Kant)
General Manager (Pers.)

Distribution:

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

Copy to:

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


Suptd (MIS) . 18/12