

**SPEED POST**

**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



No.CWC/Trng/P&amp;A Meet/2015-16

Dated: Sept.21, 2015

**Meeting cum Training of Personnel and Administration (P&A) Executives of Regional Offices/ Construction Cells – Nov.2 & 3, 2015 - Hapur**

With the approval of the Competent Authority, the following officials, who are responsible for looking after the work related to Personnel and Administration (P&A) function of ROs/CCs, are deputed for the above residential Meeting cum Training to be held at CWC Training Institute at Indian Grain Storage Management & Research Institute (IGMRI) Campus, Near FCI Silos, Meerut Road, Hapur-245101 (U.P.) w.e.f. Nov.2 & 3,2015:-

Name	Designation	Place of Posting
<b>Regional Office</b>		
<b>RO Ahmedabad</b>		
1. Ms.Jessy Thomas	AM	RO Ahmedabad
<b>RO Bangalore</b>		
2. Shri Rohith Kumar Varakala	SAM	RO Bangalore
<b>RO Bhopal</b>		
3. Sh.Anurag Pagare	SAM	RO Bhopal
<b>RO Chennai</b>		
4. Sh.N. Radhakrishnan,	Supdt.	RO Chennai
<b>RO Delhi</b>		
5. Sh.A.K.Malhotra	DGM	RO Delhi
<b>RO Jaipur</b>		
6. Sh.L.N.Bunkar	AM	RO Jaipur
<b>RO Kochi</b>		
7. Sh.Maneesh B.R.	SAM	RO Kochi
<b>RO Kolkata</b>		
8. Sh.D.K. Ghosh	AM	RO Kolkata
<b>RO Lucknow</b>		
9. Smt.Sweety Kumari	SAM	RO Lucknow
<b>RO Mumbai</b>		
10. Smt.Nanda G.Tare	SIO	RO Mumbai
<b>RO Navi Mumbai</b>		
11. Sh.D.Ravi	SIO	RO Navi Mumbai
<b>RO Panchkula</b>		
12. Sh.Daniel Singh	Manager	RO Panchkula
<b>RO Raipur</b>		
13. Sh.Shushil Kumar	SAM	RO Raipur
<b>Construction Cell</b>		
<b>CC Chennai</b>		
14. Sh.K.V.Vasudeva Rao	Asch.Asstt.	CC Chennai
<b>CC Delhi</b>		
15. Sh.Deepak Julka	EE	CC Delhi
<b>CC Kolkata</b>		
16. Sh.M.Das Karmakar	AE	CC Kolkata

All the above officials shall be treated as on tour for the period of their Meeting cum training at Hapur. They are advised to obtain adequate TA advance for the tour from their respective regions. No TA advance will be paid by CWC at Hapur. Board arrangements have been made by CWC for the participants at the hostel / Institute which includes morning tea, breakfast, lunch & dinner with two tea in classroom etc.

*[Signature]*  
21/11/15

Contd.....

They are advised to report for Meeting cum Training on **2.11.2015 at 9.45 a.m.** sharp in the CWC's Lecture Hall at IGMRI Campus, Hapur in order to get full benefits of training.

Number of trains stop at Hapur Railway Station and trains are also available for Hapur from Old Delhi Railway Station. Buses bound for Hapur are available from Inter State Bus Terminal (ISBT), Anand Vihar, New Delhi-14. Anand Vihar is well connected with Metro. DTC buses are also available from Sarai Kale Khan, Bus Terminal for Hapur.

  
21/3/15

(P.C. RAI)

SR.ASSTT. MANAGER (TRNG)

To

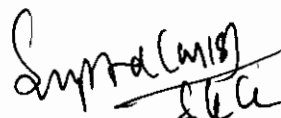
All Individuals – the above officials are also advised to send the agenda of the different activities (after consolidation of all activities) latest by 09.10.2015 positively as communicated vide this office letter of even no. dated Sept.17, 2015 (copy enclosed) to undersigned with the approval of concerned RM/CC head as the case may be, for taking further necessary action and to apprise the competent Authority.

Encl: letter dt. 17.9.15

CC:

1. The Regional Manager, CWC, RO, \_\_\_\_\_ - with the request to ensure that the concerned officials are relieved well in time for Meeting cum Training. Since this programme is on **residential basis**, all **board/lodging (Hostel) have been made by CWC, Hapur**, therefore, payment of DA to the participants is to be made accordingly. He may also sanction adequate TA advance to the concerned officials to enable them to meet the expenses for to & fro journey. No official be withheld without prior/express permission of General Manager (Pers.).
2. **The Regional Manager, CWC, RO, Bhubaneswar/ Chandigarh/ Guwahati/ Hyderabad/ Patna #**
3. **The Executive Engineer, CWC, CC, Navi Mumbai #**  
# with the request to send the name of the concerned officer for the aforesaid Meeting and Training as requested vide this office letter of even no. dated 2.9.2015 at the earliest so that individual could get confirmed rail reservation. Besides, the agenda on different activities as referred in the above letter may also be sent immediately.
4. Accounts Incharge, CWC, RO, \_\_\_\_\_ - for doing the needful as mentioned at Sl.No-1.
5. Supdt., MIS Division, CO – with the request to upload this training order to CWC website.
6. The Training Incharge, **CWC Training Institute, IGMRI campus, Near FCI Silos, Meerut Road, Hapur(U.P.)-245101**, Telefax: 0122-2303238 E-Mail: [trgcell.cwchapur@gmail.com](mailto:trgcell.cwchapur@gmail.com)
7. Guard File

  
20/9/15

  
26/9



**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



No.CWC/Trng/P&amp;A Meet/2015-16

Dated: Oct.20, 2015

**Meeting cum Training of Personnel and Administration (P&A) Executives of Regional Offices/ Construction Cells – Nov.2 to 3, 2015 - Hapur**

With the approval of the Competent Authority, the following officers, who are responsible for looking after the work related to Personnel and Administration (P&A) function at Corporate Office, are deputed for the above residential Meeting cum Training to be held at CWC Training Institute at Indian Grain Storage Management & Research Institute (IGMRI) Campus, Near FCI Silos, Meerut Road, Hapur-245101 (U.P.) w.e.f. Nov.2 to 3,2015:-

1. Sh.A.K.Sharma	GM(Pers.)
2. Sh.S.Narayan	DGM(R&P)
3. Sh.Amit Goel	AGM(Estt)
4. Sh.Dinesh Kumar	Manager(R&P)
5. Sh.R.P.Sharma	Manager(IR)
6. Smt.Namrata Bajaj	Manager(Rajbhasha)
7. Sh.Kamlesh Kumar	SAM(R&P)
8. Sh.Prince Kumar	SAM(R&P)
9. Sh.P.C.Rai	SAM(Trng)
10. Sh.Alok Kohli	SAM(Estt)
11. Ms.Ruchi Yadav	SAM(CR)
12. Sh.D.V. Singh	SAM(Admn.)
13. Sh.Pradeep Kumar	SAM(Estt./Liaison)
14. Sh.B.P.Singh	SAM(Liaison)

All the above officers shall be treated as on tour for the period of their Meeting cum training at Hapur. Board arrangements have been made by CWC for the participants at the hostel / Institute which includes morning tea, breakfast, lunch & dinner with two tea in classroom etc.

They are requested to report for Meeting cum Training on **2.11.2015 at 9.45 a.m.** sharp in the CWC's Lecture Hall at IGMRI Campus, Hapur in order to get full benefits of Meeting cum training.

Number of trains stop at Hapur Railway Station and trains are also available for Hapur from Old Delhi Railway Station. Buses bound for Hapur are available from Inter State Bus Terminal (ISBT), Anand Vihar, New Delhi-14. Anand Vihar is well connected with Metro. DTC buses are also available from Sarai Kale Khan, Bus Terminal for Hapur.

*(Handwritten signature)*  
20.11.15

(P.C. RAI)

SR.ASSTT. MANAGER (TRNG)

To  
All Individuals  
CC:

1. SAM(A/cs) CWC, CO, New Delhi – With the information that this programme is on **residential basis**, all **board/lodging (Hostel) have been made by CWC, Hapur**, therefore, payment of DA to the participants is to be made accordingly.
2. Supdt., MIS Division, CO – with the request to upload this Meeting cum training order to CWC website.
3. The Training Incharge, **CWC Training Institute, IGMRI campus, Near FCI Silos, Meerut Road, Hapur(U.P.)-245101**, Telefax: 0122-2303238 E-Mail: [trgcell.cwchapur@gmail.com](mailto:trgcell.cwchapur@gmail.com)
4. Guard File



**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



No. CWC/TRNG/P&A Meet/2015-16

606E

Dated: Sept.17, 2015

The Regional Manager  
Central Warehousing Corporation  
Regional Office

The Executive Engineer  
Central Warehousing Corporation  
Construction Cell

P/1

2/1

**Meeting cum Training of Personnel and Administration (P&A) Executives of Regional Offices – Nov. 2 & 3,2015 - Hapur**

Sir,

Competent Authority has decided to hold a Meeting of Personnel and Administration Executives of all the Regional Offices / Construction Cells on Nov. 2 & 3,2015 at CWC Training Institute, Hapur. The very objective of this Meeting is to discuss across the table following various sub-functions relating to P&A function, being performed in ROs/CCs so as to adjudge the effectiveness and efficiency of the service delivery mechanism and also to discuss / suggest various ways & means to make the system more transparent to the employees:-

- Career Development
- Personal Advances
- Manpower details
- Scrutiny of ACRs/Rs
- Nomination in PF, Gratuity & Financial Assistance Scheme forms, etc.etc.
- These are few, however list of activities are enclosed.

For this Meeting we are inviting senior executives who are responsible for looking after the work of P&A function, the concerned Executives may be advised to identify the grey areas of P&A function(s) which need(s) improvement and also to prepare the **Agenda for discussion** during the Meeting. You are, therefore, requested to **advise the officer** who is responsible for P & A function (this aggregate function) to send the Agenda with your approval to CO latest by 09.10.2015 positively.

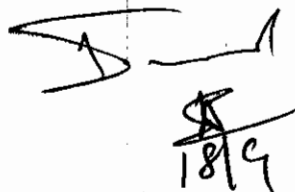
Immediate action as indicated above may, therefore, be taken on priority.

Yours faithfully,

  
(A.K. SHARMA)  
GENERAL MANAGER(PERS.)

Encl: As above

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016. Fax No.26967256, 26962411, 26964082 EPABX No 26566107 E-Mail: [trgcell.cwhc@gmail.com](mailto:trgcell.cwhc@gmail.com)



P.T.O

**Agenda items on following points to be prepared by the executives who are responsible for looking after the P&A function at the Regional Offices/ CCs**

1. Career Development
2. Personal Advances
3. Manpower details
4. Scrutiny of ACRs
5. Nomination in PF, Gratuity & Financial Assistance Scheme forms
6. Verification of DoB & Caste certificate in seniority list etc. etc.
7. Group / Designation wise staff position
8. IR problems/ scenario at RO/ WHs/ CFS/ ICDs
9. All Union Issues
10. Court Cases
11. CWC Flat Allotment/ Disposal
12. Post retirement Health Scheme
13. Payment of Provident Fund/ Gratuity/ Final Dues etc. to the retirees/ death cases
14. Appointment of dependents on compassionate grounds
15. Merit Scholarship/ Tuition Fee
16. Transfers/ Postings
17. Computerization of Personal Records
18. ACR writing / sending to CO
19. Nominations for Trainings at CO/Hapur
20. Entire Training System of RO
21. RTI matters
22. Contract Labour
23. Guest House position
24. Employees Grievances vis-à-vis Redressal Position
25. Annual Property Returns, Pending Cases of property regularization
26. Use of Rajbhasha in office work/ correspondence as per laid down norms
27. Implementation of the lump sum financial assistance scheme for demise cases while in service/ on duty.
28. Pension Scheme
29. EBT
30. Sports/ cultural Activities
31. Any other area
32. Retirement dues/ benefit