



CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

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No. CWC/I-TA-DA/Admn.


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CIRCULAR

The officers of CWC undertake tour to various places in connection with the official work. Some of them either proceed on their own with the prior permission/approval of Competent Authority or some of them are deputed by the management to carry out official work. Considerable time and money is spent by the Corporation towards TA/DA. The Officers after completing their tour are required to submit a tour report to their Controlling Officer highlighting the work attended, follow-up action required, suggestions, recommendations, etc. The tour report of the concerned officer enables the management to take further action in the matter.

Instances have come to the notice that the officers after undertaking the tour, do not submit the tour report on return from tour and some of the officers submit after lapse of considerable time defeating the very purpose of tour as also the tour report. Such a situation is not acceptable. It is therefore felt necessary to issue fresh instructions to all concerned as follows, for strict compliance.

- (a) All the officers on completion of tour should submit a detailed tour report immediately but in any case within seven days time to their Controlling Authority.
- (b) A certificate shall be furnished in the tour diary that the detailed Tour Report has been submitted to the Controlling Officer.
- (c) The Controlling Authority while approving the tour diary, may ensure that the officer, who has undertaken the tour, has submitted the tour report and without which, the tour diary should not be approved.
- (d) Except in very emergent and urgent circumstances, second tour advance is not to be sanctioned unless tour report of previous tour has been submitted by the Officer concerned.


(Pawan Kant)
GM(Pers)

Distributions:

1. All HODs, CWC, CO, New Delhi.
2. All RMs, CWC, ROs
3. All CC Heads, CWC, CCs.

Copy to :

1. PPS to MD/AM to Dir(Fin.)/SAM to Dir(Pers.)PA to Dir(MCP)/PS to CVO, CWC, CO, New Delhi.
2. The AGM (Estt.)/Manager (R&P), CWC, CO, New Delhi.
3. Guard file/Master file/Circular file.