

CWC EMPLOYEES BENEVOLENT TRUST

No.CWC/EBT/Trust Meeting/2015-16

3251

WAREHOUSING BHAWAN,
4/1, SIRI INSTITUTIONAL AREA,
HAUZ KHAS, NEW DELHI-110016

DATED 10/09/2015

CIRCULAR

SUB: Distribution of Cash Memento Diwali 2015

With the approval of Board of Trustees of CWC Employees Benevolent Trust, it has been decided in the 17th meeting held on 13/07/2015 to pay Diwali Memento 2015 of Rs.2100/- (Rs. Two Thousand One Hundred only) to each employee of Central Warehousing Corporation on the rolls of Corporation as on 31.10.2015, including CWC employees who are on deputation to various departments/agencies. But Following categories of employees are not to be termed as employees of CWC for the purpose of distribution of cash memento under reference. -

- Casual, Daily and part time employees
- Employees working on contract basis or retainer ship basis
- Apprentices'/Trainees including Management Trainees
- Employees on deputation in the Corporation.

Regional Managers/Incharge of Construction Cells/AGM(Salary), Finance Division, CO, are requested to send list of entitled employees to EBT Section, Personnel Division, Corporate Office by e-mail by 24.09.2015 and hard copy duly typed in M.S. Excel (in capital letters) alongwith CD by 29.09.2015 alongwith Bank details and IFSC code of the concerned branch. It is requested to advise concerned Accounts Officers of the respective ROs/CCs/CO to send the details after carefully checking the bank details before forwarding to this office. In case of any mistake in these details or name of any employee left and such employees not receiving the amount due to such mistake, Accounts Head of concerned ROs and CCs shall be held responsible personally.

The details may be sent in the following format:-

- Name of RO/CC _____
- Total No. of eligible employee
posted as on 31.10.2015 _____

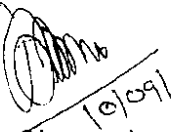
S.No.	CPF Code No.	Name of Employee/officer as in the respective Bank account	Place of posting	Name of Bank in which amount be transferred	Name of Branch of the Bank	IFSC Code No. of the Branch as at Column (6)	Saving Bank Account No	Remarks
1	2	3	4	5	6	7	8	9

- 1) While preparing the work sheet as per above in M.S. Excel, please provide 4 blank lines between each unit/CW.
- 2) A separate sheet be attached for Canara Bank Accounts with prescribed details.
- 3) The total No. of eligible employees and Regional Office/CC name be mentioned on the top of the Excel Sheet.

Soft copy of above data should be e-mailed to AM(EBT) to e-mail address "ebtcwc@gmail.com" and hard copy of above information should be checked and signed by Accounts Officers (showing his Name, Designation and date of signing), before sending to EBT Section, CO by the prescribed date.

An immediate action is requested in the matter.

Hindi version of the circular will follow.



(R.P. Sharma)
For Secretary(EBT)/GM(Pers.)
CWC Employees Benevolent Trust

Distribution:

- 1) All Divisional Heads, CWC, CO, New Delhi
- 2) All RM/CC Head.
- ✓ 3) GM(Systems), CWC, CO, New Delhi with request to arrange uploading of above circular on CWC web-site.
- 4) AGM(Salary), Fin. Division, Corporate Office, New Delhi for similar action.
- 5) Manager (Rajbhasha), CWC, CO, N.Delhi with request to arrange Hindi version of the circular.
- 6) Notice Board of CWC, CO, New Delhi.

Copy to

PPS to Chairman/ MD/AM to D(F)/Mgr. to D(P)/PS to CVO, CWC, CO, New Delhi.