



## **CENTRAL WAREHOUSING CORPORATION**

**(A Government of India Undertaking)**

**4/1, Siri Institutional Area, Hauz Khas, New Delhi - 110016**

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o.CWC/XVI-DOP(MD)/14-15

Dated: 9<sup>th</sup> Dec.,2014

### **CIRCULAR**

It has been observed in some cases that affidavit /counter affidavit could not be submitted/filed in the respective courts within stipulated period due to the reason that the related information not conveyed to the concerned Authority/Division which resulted imposition of penalty/financial loss to the Corporation as well as delay in the process.

In the interest of the Corporation all the concerned are requested to send the relevant document/notice etc. to the appropriate Section/Division or the concerned authority and ensure the submission of affidavit /counter affidavit and other related legal document in time. If required, necessary extension should be sought from the court to get the sufficient time to submit the reply and to avoid any penalty and legal complications to the CWC. Copy of the related correspondence should be marked to the concerned only to avoid any confusion.

This may be noted for strict compliance.

*Pawan Kant*  
*10/12/14*

(Pawan Kant)  
General Manager(Pers)

### **Distribution:**

1. All HODs, CWC, CO, New Delhi
2. All RMs/SEs/EEs for circulation to all concerned.
3. GM(MIS), CWC, CO, New Delhi for updating this on CWC website.
4. AGM(Estt)/SAM(Admn)/SIO(IR), CWC, CO, New Delhi.
5. AGM(S&B), CWC, CO, New Delhi.
6. PPS to Chairman/MD, AM to Dir(Fin)/ SAM to Dir(Pers), PS to CVO, CWC, CO, New Delhi.
7. Guard file.