

CWC EMPLOYEES BENEVOLENT TRUST

No.CWC/EBT/Trust Meeting/2016-17

2016

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

DATED 26/10/2016

CIRCULAR

SUB: PAYMENT UNDER FAMILY ASSISTANCE SCHEME

With the approval of Board of Trustees of CWC Employees Benevolent Trust, it has been decided in the 19th meeting held on 07/10/2016 to release amount under Family Assistance Scheme of Rs.6100/- (Rs. Six Thousand One Hundred only) to each employee of Central Warehousing Corporation on the rolls of Corporation as on 31.10.2016, 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 amount under Family Assistance Scheme:-

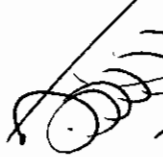
- a) Casual, Daily and part time employees
- b) Employees working on contract basis or retainer ship basis
- c) Apprentices'/Trainees including Management Trainees

Regional Managers/Incharge of Construction Cells/AGM(Salary), Finance Division, CO are requested to send back by 05.11.2016 the details of entitled employees duly filled in the Performance soft copy (MS Excel) received in your concerned e-mail id from EBT Section, Personnel Division, CO and hard copy by 11.11.2016. 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:-

- 1) Name of RO/CC _____
- 2) Total No. of eligible employee posted as on 31.10.2016 _____

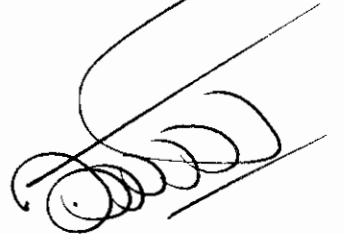
S. No.	CPF Code No.	Name of RO/CC/CO	Name of Employee/officer as in the salary Bank account	Saving Bank Account No. (Salary)	IFSC Code No. (should be 11 digits)	Name of the Bank	Bank Address	Remarks, if any
1	2	3	4	5	6	7	8	9
Signature of Accounts Incharge with seal								


26/10/2016

Soft copy of above data should be e-mailed to SAM(EBT) at e-mail address "ebtcwc@gmail.com" and hard copy of above information should be 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.



(A.K. Sharma)
Secretary(EBT)/GM(Pers.)
CWC Employees Benevolent Trust

26/10/2016

Distribution:

- 1) GM(F&A)/Trustee, CWC, CO, New Delhi.
- 2) GM(Systems), CWC, CO, New Delhi (for placing the circular on website of CWC).
- 3) SPA to Chairman/ PPS to MD/AM to D(F)/SPA to D(P)/PPS to Dir. (MCP)/PS to CVO, CWC, CO, New Delhi
- 4) Secretary, CWC/Trustee, CWC, CO, New Delhi.
- 5) DGM(F & A) /Trustee, CWC, CO, New Delhi.
- 6) All RMs, CWC, RO _____/SE/EE, CC, _____
- 7) Manager (Rajbhasha) with request to arrange Hindi version of the circular.
- 8) AGM (IR)/Trustee, CWC, CO, New Delhi.
- 9) AGM(Salary), Fin. Div. CWC, CO, New Delhi for sending the data of Corporate Office to EBT Section, CO.
- 10) Sh A. Sivanand, JS & Trustee, RO, Hyderabad.
- 11) Notice Board of CWC, Corporate Office, New Delhi.