



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No. CWC/I-Circular/Misc./Estt.

Dated: 11/7/2013

CIRCULAR

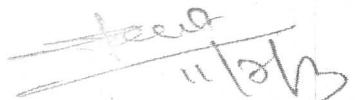
Attention is invited to this office Circular No. CWC/I-Circular (Misc.)/2007-08/271 A dated 16/11/07 vide which instructions were issued to all RMs/CC Heads regarding maintenance of proper leave account in respect of employees working in their region. Therein it was also instructed that the leave of employees working in the region/CC be got periodically audited in order to avoid complications at the time of final settlement of dues.

Now with the approval of Competent Authority, it has been decided that the leave account of employees may be got audited by their respective Internal Audit Cell of the RO/CC every five years.

In some of the Regional Audit Cells, there are shortages of manpower. This aspect has to be looked after by the concerned Regional Managers and availability of adequate manpower in Audit Cells may be ensured for the specific purpose.

The above instructions may be complied strictly by all concerned.

Receipt of the circular may be acknowledged.


(Pawan Kant)
General Manager (Pers.)

Copy to:-

1. All RMs/CC Heads, CWC, ROs/CCs concerned.
2. DGM (IA), CWC, CO, New Delhi.
3. SAM (Estt.), CWC, CO, New Delhi.
4. PS to Dir. (Pers.), CWC, CO, New Delhi.
5. Guard File.