

**CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)**

No. CWC/I-Leave-28/Rectt

Dated: 15.6.2015


OFFICE ORDER

Sub: Availing of commuted leave (sick leave) for short period without production of Medical Certificate

With the approval of the Board of Directors in the meeting held on 04.06.2015, the leave rule for availing commuted leave by CWC officials has been amended.

The officials of the Corporation are allowed to avail commuted leave (by commuting HPL) for 03 days at a stretch for his/her sickness without production of Medical Certificate subject to total limit of 10 days in a calendar year, out of HPL in his/her credit. Beyond 03 days sickness, the individual will have to produce a Medical Certificate from Registered Medical Practitioner for a period upto 15 days and exceeding 15 days from Nursing Home/Hospital for availing commuted leave.

The above instructions will come into force with immediate effect.


(S. Narayan) 15/6/15
Dy. General Manager (Pers)

(Authority Agenda item No. 315.15 of 315th BOD meeting held on 4.6.2015)

1. All HoDs, CWC, CO, New Delhi
2. All RMs/SEs/EEs, ROs/CCs for circulation to all field units
3. PPS to Chairman/MD/AM to Dir (Fin)/SAM to Dir (Pers)/PS to CVO, CWC, CO, New Delhi
- ✓ 4. GM (System), CWC, CO, New Delhi for uploading the office order on CWC website.
5. Secretary General, Fed. of CWC EUs, New Delhi