

**CIRCULAR**

We are pleased to inform that it has been decided to celebrate CWC Foundation Day falling on 2<sup>nd</sup> March at CO/RO/W/H, ICDs, CFSs & CCs level every year. By way of such celebration, we will be doing good publicity for our organization and its lines of operation by inviting ex-employees of the nearby centres, customers, shareholders, Directors, if available locally, at the concerned W/H level/RO level/CO level. For this purpose to celebrate the event this year, following measures are to be taken at various levels as under:- (If there are more than one W/H in a city then this event may be organized at the biggest W/H and all other W/H to participate in the same.)

**WAREHOUSE LEVEL:-**

- 1) WH premises to be cleaned and kept tidy before celebration.
- 2) Two numbers of banners to be displayed at strategic locations.
- 3) Small exhibitions depicting all activities of CWC may be arranged, if possible.
- 4) Shamiana/Dias/Sufficient chairs be arranged locally keeping in view of the number of invitees.
- 5) Customers, shareholders, ex-employees and Director (if available locally) & their family may be invited.
- 6) The function may be arranged in the campus of the Warehouse only.
- 7) All employees with family may be invited.
- 8) Cultural functions by our own employees may be organized wherever possible.
- 9) The shareholders, Director and main depositors may be felicitated.
- 10) Local print/ electronic media may be invited.
- 11) If there is cluster of warehouse in the city within the radius of 10-15 Kms, the celebration shall be organized at the biggest warehouse.
- 12) High tea may be arranged.

**REGIONAL OFFICE LEVEL:-**


- 1) Lighting of RO at own building.
- 2) Function may be arranged at RO.
- 3) All local retired officials with family may be invited (without any TA/DA).
- 4) Function at RO may be presided over by a Director, CWC, if available or by Sr. most retired officer available or RM.
- 5) The Construction Cell and staff will also join at local RO/Warehouse concerned.
- 6) Customers' meet may also be arranged at RO.
- 7) Local print/electronic media may be invited.
- 8) Arrangements of high tea.

**Budget Limit:**

1. Each warehouse upto 7500 MT Capacity – Rs.10,000/-
2. Each warehouse above 7500 & upto 15000 MTC –Rs.15,000/-
3. Each warehouse above 15,000 & upto 50,000 MTC – Rs.20,000/-
4. CFS/ICD/ACC/ICP& WH above 50,000 capacity – Rs.50,000/- each.
5. CFS,ICD i.e. JNP, Patparganj & Virugambakkam, Kukatapally, Kolkotta & Adalaj – Rs.1,00,000/- each.
6. Regional Office upto a capacity of 4 lakhs MTs –Rs.1,00,000/- each.
7. Regional Office above 4 lakhs MTs – Rs.1,50,000/- each.

All Regional Managers are advised to organize and monitor this event in their respective RO as well as at all CWCs under their control. Suitable instructions be issued to concerned warehouses by Regional Manager. Please prepare line of action at your end and put all-out efforts to make this event a great success. A detailed report alongwith photo etc may be sent to GM (Pub.) positively.

The receipt of this circular may be acknowledged.

  
(O.P. BHARATI)  
GM (INSP/PUB.)

**Distribution to:**

- 1) All Regional Manager, CWC, } for information &
- 2) All Construction Cell Head, CWC } necessary action  
} please.

**Copy to:-**

1. GM (F)/GM(Pers.) for information.
2. PS to MD/PA to Director (MCP)/PS to Director(Fin.)/SAM to Dir.(Pers.)/ PS to CVO, CWC for information please.
3. MIS Division