



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



No. CWC/I- Misc.Circular/Estt./5/9A

Dated: 6<sup>th</sup> January, 2015

**CIRCULAR**

Attention is invited to the Corporate Office Circular No.CWC/XIII-13/89/07/AV dated 20/12/01 and dated 4/06/2014 which prescribe for rotation of staff in sensitive and non sensitive posts over every 3 & 5 years respectively. The transfer-posting policy of the Corporation as circulated vide letter No.CWC/I-R&P/Rectt./96 dated 3/01/1997 also prescribes the periodicity of transfer in normal course.

- 2.0 In the year 2012, it was observed that the guidelines on transfer-posting as also rotation were not being scrupulously followed, which resulted into stay of officials at a particular unit for a longer period. It was, therefore, decided to shift the officials who had stayed for longer period at same places in a phased manner within their Region without dislocation of normal working of the Corporation and all the Regional Managers were advised to shift the officials accordingly. Subsequently, it was decided to move all Gr. 'C' employees (male employees) who had completed 20 years, whereas in case of Gr. 'A' and 'B' officers, this period was kept as 15 years. As intended, the period of stay was to be brought down in a phased manner so as to bring it in accordance with the transfer-posting policy and the guidelines issued by Vigilance Division.
- 3.0 It is observed that the guidelines in respect of Gr.'A' and 'B' officers have by and large been implemented as noticed from details of posting received from the regions by C.O. However, in case of Gr. 'C' and 'D' employees further progress on the implementation on guidelines are to be reviewed by RMs. This has become further necessary in the light of recent cases of irregularities at warehouses which have been viewed seriously.
- 4.0 In the light of above position, it is decided that all Gr.'C' and 'D' officials working in the region for more than 10 years at a particular place are to be shifted and in case of Gr.'A' and 'B' officers, this period shall be 5 years. While doing so, the criteria to consider certain categories as

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*06/01/15*

informed vide Circular No. CWC/I-Misc.Circular/Estt. dated 31/08/2012, 4/09/2012 and 9/10/2012 may also be kept in view.

- 5.0 It is also noticed that there are employees who have been allowed to remain at a particular warehouse for a very longer period though in different phases during their entire service period. It is advised that an exercise may be undertaken by RMs to ensure that an employee should not be allowed to remain posted at a particular warehouse for more than 20 years in entire service period barring the exceptional cases in the overall interest of the Corporation for which reasons are to be recorded. The RMs may ensure identification and shifting of such employees from that warehouse to a warehouse located at different station.
- 6.0 All RMs are competent for transfer of all employees except Gr. 'A' within the Region and hence, they will take action accordingly as per their competence whereas in respect of Gr. 'A' officers, the action shall be taken at C.O. level. However, concerned RM may submit the details of such Gr. 'A' officers to C.O. alongwith their recommendations within 15 days time.

(पवन कान्त)  
महाप्रबंधक(कार्मिक)

**To:**

**All Regional Managers,  
Central Warehousing Corporation,  
Regional Office**

- Copy to: 1. PPS to MD/PS to Dir.(Fin.)/SAM to Dir.(Pers.), CWC, CO, New Delhi.  
2. PS to CVO, CWC, CO, New Delhi.  
3. SAM (Estt.), CWC, CO, New Delhi, for follow up.

*W. S. W.*  
*06/11/15*  
महाप्रबंधक(कार्मिक)