



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/I-IDA/Revision perks /Rectt/2018-19 | 992-A

Dated: 27<sup>th</sup> Aug.,2018

**OFFICE ORDER**

**SUB: REVISION OF PERQUISITES AND ALLOWANCES IN RESPECT OF BOARD LEVEL AND BELOW BOARD LEVEL GROUP A&B OFFICERS UNDER IDA PATTERN IN CWC**

In supersession to the Office Order No.CWC/I-IDA/Revision Perks/Rectt/2008-09/859A dated 9<sup>th</sup> April, 2010 on the subject cited above, the perquisites/allowances of Board level, below Board level Group A&B Officers in Central Warehousing Corporation, governed by Industrial Dearness Allowance (IDA pattern) under cafeteria approach has been revised as under with the approval of the Board.

1. For regulating the payment of perquisites and allowances under cafeteria approach, the Officers will have options to choose perquisites and allowance from the following heads:-

(i) **Transport Subsidy:** Officers not availing Conveyance allowance or the facility of a Car provided by the Company shall be paid Transport Subsidy @ 4% of basic pay per month. Physically challenged officers shall be allowed additional 5% of basic pay per month towards transport subsidy on production of certificate from CMO of a Govt. Hospital alongwith option form.

Or

**Conveyance Allowance:** An Officer owning any type of motor vehicle and not availing facility of company's car/vehicle, shall be allowed Conveyance Allowance/Reimbursement @4% of basic pay per month including cost of fuel, maintenance and payment of taxes and insurance. Those officers who are provided with a Company Car, the expenditure on car provided should be excluded for the purposes of computing the cost to company.

(ii) **Driver Allowance:** Officers owning a four wheeler shall be allowed Driver Allowance @4% of basic pay per month provided a driver is employed.

(iii) **Children Education Allowance:** Executives shall be permitted to draw Children Education Allowance @4% of basic pay per month for maximum of two children.

(iv) **Hostel Allowance:** Executives, whose children are studying at an out station (other than the Home town or place of posting of the Executive) and residing in Hostels/Rented accommodation shall be allowed @4% of basic pay per month for maximum of two children.

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(v) **Meal subsidy:** The subsidy towards maximum of two meals (Lunch/Evening Snacks) shall be provided @ 5% in terms of cash or vouchers or both as per officer's option. The detailed modalities regarding vouchers will be issued separately.

(vi) **Professional upgradation/Development Allowance:** The Officers shall be allowed an amount equivalent to 8% of their basic pay per month for purchase of any number of professional books, encyclopedia, manuals, journals, Newspaper, audio/visual and for enrichment of their professional knowledge.

(vii) **House Furnishing/Re-furnishing allowance:** An amount equivalent to 9% of basic pay per month shall be allowed to the officers for purchase of curtains, wall painting/hangings, carpets, decorative materials, cutlery and other household appliances etc and for purchase, repair or replacement of household furniture and other durables.

(viii) **Electricity and Water Allowance:** The officers residing in houses owned by them or their family members or rented houses or in Corporation owned/leased accommodation shall be allowed Electricity and Water Allowance limited to 8% of basic pay per month.

(ix) **Family maintenance and disturbance allowance:** An officer, who is posted away from his hometown and where the family is not residing with the officer shall be allowed family maintenance allowance @10% of his basic pay per month.

(x) **Uniform & Maintenance allowance:** The Officers shall be allowed @4% of Basic pay per month towards Uniform and Maintenance Allowance.

(xi) **Domestic assistance allowance:** The officers shall be allowed an amount equivalent to 4% of basic pay per month as domestic assistance allowance.

(xii) **Internet/Communication Allowance** – The Officers shall be allowed an amount of 4% of basic pay per month as Internet/Communication Allowance.

(xiii) **Engagement of Gardner** – The Officers shall be allowed an amount of 4% of the basic pay per month to engage the services of the Gardner if space for gardening is available at his own/rented/leased accommodation for which a self certificate is required to be given alongwith option.

(xiv) **Disability allowance for dependent children:** The officers having dependent Physically /Mentally Challenged Children shall be allowed a special disability allowance for dependent children @2% of the basic pay per month for which a certificate from the Chief Medical Officer of the Govt. Hospital is required to be submitted alongwith option form.

(xv) **Interest Subsidy on loans:** The Officers shall be allowed interest subsidy on loans borrowed for various purposes @4% of basic pay per month.

(xvi) **Sundry Allowance:-** The officers shall be paid sundry allowance @2% of basic pay per month for expenses on miscellaneous account.

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(xvii) **Birthday Gift Memento :-** The officers shall be allowed reimbursement of the cost of any gift memento of his/her choice on the month of his/her birthday, subject to the ceiling of 2% of the annual basic pay.

**The Officers concerned shall exercise the option in the prescribed option format for selecting the items under cafeteria approach to the maximum extent of 34% of the basic pay.**

2. In case of suspension, only subsistence allowance as applicable on the revised basic pay shall be payable.

3. Officials on long leave such as study leave, EOL on any ground, child care leave and Maternity/paternity Leave shall not be eligible for these perks during their leave period.

4. The officers can exercise option in the prescribed format of selecting the items under cafeteria approach at the beginning of financial year only, if an officer wants to change the item, he/she can submit a new option at the beginning of financial year otherwise the option exercised earlier will continue. However, officers who are on transfer from one place to another may be permitted to change and re-submit their option afresh. The perquisites and allowances shall be paid along with monthly salary on the basis of self certification/declaration.

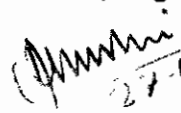
5. The liability of income tax, if any, in respect of perquisites and allowances chosen by the officer shall be borne by the individual itself. However, the vouchers/cash memos etc. are furnished with claims, income tax exemption will be considered as per provisions of Income Tax Act.

6. Family Planning Allowances: Family Planning Allowances is being paid to the employees of the Corporation in terms of guidelines issued by Central Govt., shall be discontinued w.e.f. 1.8.2018.

No other allowances beyond 34% of the Basic pay shall be admissible.

**Note: The officials have to submit the fresh option in the prescribed format by 25.09.2018 to the concerned salary section directly for regulating the payment of allowances under cafeteria approach this financial year.**

**Authority: 338<sup>th</sup> meeting of the Board of Directors held on 09.08.2018, Agenda Item No.09**

  
27-08-18

(Arvind Chaudhri)  
Group General Manager(Pers)

Encl;1) Option form  
2) Declaration certificate

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**Distribution:**

1. All HODs, CWC, CO, New Delhi.
2. All RMs/SEs/EEs CWC, ROs/CCs. - with the request to circulate the office order to the Warehouses/Units under their jurisdiction.
3. The head of Salary Section, CWC, CO/RO/CCs- for necessary compliance.

**Copy to:-**

1. PPS to the MD/SAM to Director (Fin)/Sr.PA to Dir (Pers.)/ PS to Dir(MCP), CWC, CO, New Delhi.
2. Guard file/Circular file /Master file.

*Arvind Chaudhri*  
27-08-18

(Arvind Chaudhri)  
Group General Manager(Pers)

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# CENTRAL WAEHOUSING CORPORATION

## PERQUISITES/ALLOWANCES OPTION FORM FOR THE FINANCIAL YEAR \_\_\_\_\_

1. Name of the Employee \_\_\_\_\_
2. Designation /Place of Posting \_\_\_\_\_
3. Employee Code No. \_\_\_\_\_

I hereby opt for following perks/allowances for the financial year \_\_\_\_\_  
restricted to 34% for Basic Pay per month

S.No.	Name of the Perquisites and Allowances	%age of Basic Pay	Please state Yes/No against each item to be drawn/not
1.	Transport Subsidy or	4% +5% (additional for PH)	
	Conveyance Allowance	4%	
2.	Driver Allowance	4%	
3.	Children Education (Maximum two children)	4%	
4.	Hostel Allowance (Maximum two children)	4%	
5.	Meal Subsidy	5%	
6.	Professional up gradation/ Development Allowance	8%	
7.	House Furnishing/Re-furnishing allowance	9%	
8.	Electricity and Water Allowance	8%	
9.	Family maintenance and disturbance allowance	10%	
10.	Uniform Maintenance allowance	4%	
11.	Domestic assistance allowance	4%	
12.	Internet/Communication Allowance	4%	
13.	Engagement of Gardner	4%	
14.	Disability Allowance for dependents children	2%	
15.	Interest Subsidy on loans	4%	
16.	Sundry Allowance	2%	
17.	Birthday Gift Memento	2% on annual basic (once)	

Signature \_\_\_\_\_

Dated \_\_\_\_\_

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## DECLARATION CERTIFICATE

(To be filled in and signed by officer wherever applicable and submitted alongwith Option Form)

### **1. CHILDREN EDUCATIONAL ALLOWANCE**

This is to certify that my following ward(s) are studying in school/college as detailed below:

<u>Name of Ward</u>	<u>Age</u>	<u>School/College</u>	<u>Class/Course</u>
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- (i)
- (ii)

Signature \_\_\_\_\_  
Name of Official \_\_\_\_\_  
Designation \_\_\_\_\_

### **2. HOSTEL ALLOWANCE**

This is to certify that my following ward(s) are studying at an outstation and residing in Hostel/Rented Accommodation

<u>Name of Ward</u>	<u>Age</u>	<u>School/College</u>	<u>Class/Course</u>
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- (i)
- (ii)

Signature \_\_\_\_\_  
Name of Official \_\_\_\_\_  
Designation \_\_\_\_\_

### **3. FAMILY MAINTENANCE AND DISTURBANCE ALLOWANCE**

This is to certify that my family is not residing with me at my present place of posting

Signature \_\_\_\_\_  
Name of Official \_\_\_\_\_  
Designation \_\_\_\_\_

### **4. INTEREST SUBSIDY ON LOAN**

This is to certify that I have taken loan(s) against which I am paying interest.

Signature \_\_\_\_\_  
Name of Official \_\_\_\_\_  
Designation \_\_\_\_\_

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