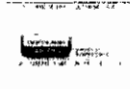




केन्द्रीय भण्डारण निगम  
CENTRAL WAREHOUSING CORPORATION  
(A GOVT OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/I-Misc. Circular/Estt./ 6/0-D

Dated: 23.08.2018

**CIRCULAR**

It has been observed that the probation report of the officers on direct recruitment as well as on promotion are not written in time as per the prescribed schedule on various pretext such as the format is not made available in time or the Reporting officer has been away from office etc. In some cases the vigilance clearance is either not sent in time or some irrelevant observations are made by Vigilance Division which perhaps are not as per the prescribed norms required for dealing with the probation/promotion.

It has therefore, been decided that all the Reporting officers in such cases i.e. Regional Manager/HoD would be responsible for writing the probation report as per the drill prescribed within the time. Vigilance Division would be responsible for giving vigilance clearance / reporting vigilance status of such officials on probation as per the prescribed norms only. Similarly, concerned officer in Personnel Division would be responsible for taking action for initiating and finalizing the probation reports in time so that the probation period is not exceeding beyond the prescribed time without having a proper reason/order.

This may please be noted for strict compliance by all.

*Arvind Chaudhri*  
23-08-18

(Arvind Chaudhri)  
Group General Manager (Pers)

To,  
All Regional Managers/CC Heads  
Central Warehousing Corporation  
Regional Office/Construction Cell,

**Copy to:**

1. All HoDs, CWC, CO, New Delhi
2. PPS to MD/Chairman/PS to Dir (MCP)/PS to Dir (Fin) - for information please.
3. GM (MIS), CWC, CO, New Delhi - for arranging to upload on CWC website

Corporate Office : 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016. Tel. 011-2651 5178, Fax : 011-2696 7256

E-mail: [gmpers@cewacor.nic.in](mailto:gmpers@cewacor.nic.in) Website : [www.cewacor.nic.in](http://www.cewacor.nic.in)

*OK / JSC/MS*  
AKS

*Arvind*  
28/8/18