

CWC EMPLOYEES BENEVOLENT TRUST

No.CWC/EBT/Trust Meeting/2017-18

WAREHOUSING BHAWAN,
4/1, SIRI INSTITUTIONAL AREA,
HAUZ KHAS, NEW DELHI-110016

DATED 18/10/2017

CIRCULAR

SUB: PAYMENT UNDER FAMILY ASSISTANCE SCHEME

With the approval of Board of Trustees of CWC Employees Benevolent Trust, it has been decided in the 21st meeting held on 17/10/2017 to release amount under Family Assistance Scheme of Rs.3100/- (Rs. Three Thousand One Hundred only) to each employee of Central Warehousing Corporation on the rolls of Corporation as on 31.10.2017, including CWC employees who are on deputation to various departments/agencies. But Following categories of employees are not to be termed as employees of CWC for the purpose of distribution of amount under Family Assistance Scheme:-

- d) Casual, Daily and part time employees
- e) Employees working on contract basis or retainer ship basis
- f) Apprentices'/Trainees including Management Trainees

Regional Managers/Incharge of Construction Cells/AGM(Salary), Finance Division, CO, are requested to send back by 10.11.2017 the details of entitled employees duly filled in the Performa in soft copy (MS Excel) received in your concerned e-mail id from EBT Section, Personnel Division, CO and hard copy by 15.11.2017. It is requested to advise concerned Accounts Officers of the respective ROs/CO to send the details after carefully checking the bank details before forwarding to this office. In case of any mistake in these details or name of any employee left and such employees not receiving the amount due to such mistake, Accounts Head of concerned ROs and CCs shall be held responsible personally.

The details may be sent in the following format:-

- 3) Name of RO/CC _____
- 4) Total No. of eligible employee posted as on 31.10.2017 _____

| S. No. | CPF Code No. | Name of RO/CC/CO | Name of Employee/officer as in the salary Bank account | Saving Bank Account No. (Salary) | IFSC Code No (should be 11 digits) | Name of the Bank | Bank Address | Remarks, if any |
|--|--------------|------------------|--|----------------------------------|------------------------------------|------------------|--------------|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| Signature of Accounts Incharge with seal | | | | | | | | |

Soft copy of above data should be e-mailed to SAM(EBT) at e-mail address "ebtcwc@gmail.com" and hard copy of above information should be signed by Accounts Officers (showing his Name, Designation and date of signing), before sending to EBT Section, CO by the prescribed date.

An immediate action is requested in the matter.

Hindi version of the circular will follow.

(P.K. Saw)
Secretary(EBT)/DGM(Pers.)
CWC Employees Benevolent Trust

Distribution:

- 1 SPA to Chairman/ PPS to MD/AM to D(F)/SPA to D(P)/PPS to Dir. (MCP)/PS to CVO, CWC, CO, New Delhi
2. Secretary, CWC/Trustee, CWC, CO, New Delhi.
- 3 GGM(F&A)/Trustee, CWC, CO, New Delhi.
- 4 GM(Systems), CWC, CO, New Delhi (for placing the circular on website of CWC).
5. DGM(Tax) /Trustee, CWC, CO, New Delhi.
6. All RMs, CWC, RO _____ /SE/EE, CC, _____
7. Manager (Rajbhasha) with request to arrange Hindi version of the circular.
- 8 AGM(Salary), Fin. Div. CWC, CO, New Delhi for sending the data of Corporate Office to EBT Section, CO
9. Sh A. Sivanand, JS & Trustee, RO, Hyderabad.
10. Notice Board of CWC, Corporate Office, New Delhi.

Supad (MIS)
CPK

Atul
18/10