केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/I-Misc./Circular/Estt./1062-A Date: 27.06.2018

## CIRCULAR

Instruction have been issued by Corporate Office from time to time to all RMs/CC incharges to submit audited leave account and NDC in respect of officials retiring from their region in time for timely settlement of their final dues. However, it has been observed that audited leave account and NDC in respect of retiring officials are not being sent by RMs/CC incharges in time which results into delay in settlement of their dues. This has been viewed very seriously by the Competent Authority.

Since notice to all retiring officials is issued before three months of their retirement which is also endorsed to concerned RM/CC Head, all concerned are advised to ensure that the above referred documents in respect of retiring official of their region are forwarded to CO by 15th of the month in which official is retiring. It is also advised that if above referred documents in respect of officials who have already retired, have still not been sent, the same may please be submitted to CO by 10th July, 2018 positively.

27-06-18

**(Arvind Chaudhri)**
Gr. General Manager (Personnel)

To,

All RMs/CC Heads, CWC, ROs/CCs.

Copy to:-

1. GM(Finance), CWC, CO, New Delhi.
2. GM(System), CWC, CO, New Delhi - with the request to upload the above Circular.
3. AGM(Vigilance), CWC, CO, New Delhi.
4. PPS to MD, CWC, CO, New Delhi.

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