



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A Govt. of India Undertaking)  
जन-जन के लिए भण्डारण/Warehousing for Everyone



**No: CWC CO-PDOHRMS/2/2020-PERS**

**Date: 19.06.2020**

## **CIRCULAR**

### **Sub: Guidelines for regulation of attendance**

Considering the present country wide rising cases due to COVID-19 outbreaks and the lockdown going on in various part of the country, the following decisions are taken:

1. Movement of physical files should be avoided to control the spread of COVID-19.
2. In any case the employee suffering from cold, flue, sneezing etc. he/she must not be allowed to come to office. It also becomes the responsibility of the employee concerned to see that he/she avoids meeting people in the interest of the Public at large.
3. As the public transports etc. have become scarce some delay in attendance may be entertained by the Controlling Officer. However, the delay time should be compensated thereafter.
4. All Work From Home (WFH) requests in case of employees residing at containment zones to be regularised till 31.05.2020. In case of regularising attendance while sanctioning WFH post 31.05.2020, the concerned HoD will take the decision while considering proper safety measures at the workplace.
5. In case of sanctioning WFH beyond 03 days continuously in a week, necessary approval to be taken from the concerned Director. During the WFH period performance of the employee should be monitored by the respective HoD and informed to concerned Director on weekly basis.
6. Concerned HoD/RMs needs to submit the details of Station Leave Permissions granted by them, to the concerned Director for monitoring the uncalled for/unnecessary movement of the employees to avoid spread of COVID-19 infections.
7. RMs/DGM (Admn.) must ensure that the hygiene/disinfestations activity is properly maintained in and around the office premises for protection from Covid-19. This must be ensured on daily basis. A separate register must be maintained in this regard, in which the

details of the inspection done by DGM (Admn.) or his nominee must be written down immediately after doing the inspection. RM/DGM(Admn.) must also ensure that all facilities such as disinfestations, cleaning, availability of mask, sanitizer etc. is properly and adequately available always. All Divisional heads/Section Head/Controlling Authority must ensure that no physical file is kept lying on table and all the files are kept properly in the cupboard only.

**(Somnath Acharya)**  
**General Manager(Pers.)**

**Distribution**

1. All HsOD, CWC, CO, New Delhi
2. All RMs

**Copy to**

1. Sr PA to MD/SAM to Dir (Fin)/PS to Dir (Pers), CWC , CO , New Delhi.
2. The GGM (System): with request to upload the circular on CWC Portal.