



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No.CWC/Trng/Expn-RO Trng/2016-17 / 321 D

Dated: Aug.30, 2016

CIRCULAR

HRD- training to employees of RO/CC/WHs

With the approval of the competent authority the existing ceiling of expenditure which had been laid down during 2007, for meeting out various administrative expenditure for conducting in-house training programmes at the ROs/CC/WHs for the officers and staff, has been revised, which is as under:-

S.No.	Head	Ceiling of expenditure
1.	Honorarium	Rs.750/- per hour for in-house faculty Rs.1500/- per hour for guest faculty
2.	Lunch/ 2 times tea/ snacks	Rs.160/- per head/ day (Rs.135/- lunch + Rs.25/- tea/snacks)
3.	Writing Pad/ pen/ training bag	Rs.500/- per head (bag/ pad/ pen) inclusive of taxes
4.	Training Hall (for ROs who do not have)	Preference should be given at RO Training Hall or Govt. Institutes In the absence of above the limit is upto Rs.4,000/- per day (inclusive of taxes) for each training programme
5.	Reading Material	Preferably materials should be given in soft copy. If necessary hard copy may be provided within the limit of Rs.3000/-in each training programme inclusive of taxes.
6.	Misc. (banner, certificates, photographs, hiring of LCD Projector, screen, PA System, etc.)	Rs.5000/- per training programme

It is therefore requested that the expenditure on in-house trainings may please be regulated in accordance with the revised ceilings as shown above. It is, however informed that economy may be observed while incurring expenditure.

Priya Gupta
30/8/16

(Priya Gupta)

Sr.Asstt.Manager(Trng.)

To

1. All RMs, CWC, ROs, AI #
2. DGM(Fin.)/ DGM(IA), CWC, CO, New Delhi
3. Accounts Incharge, CWC, RO, AI #
for information and necessary action.