



**केन्द्रीय भण्डारण निगम**  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



**जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE**

No. CWC/XXI-4/Admn./

Date: 03.04.2020

**CIRCULAR**

Corporate Office has been receiving requests from employees who were/are due to vacate their official accommodation/flats but are unable to do so due to nation-wide lockdown to contain the spread of Novel Coronavirus (COVID-19) and the advisories regarding social distancing issued by Ministry of Health and Family Welfare (MoH&FW).

Considering the extraordinary situation which is not conducive to move out of any accommodation to vacate and the guidelines issued by Ministry of Housing and Urban Affairs regarding relaxation in retention/change of accommodation for General Pool Residential Accommodation (GPRA), the competent authority has decided to allow retention for the period 17.03.2020 to 31.05.2020 to all allottees who were/are expected to vacate their flats during this period.

The retention will be suo-moto i.e. allottees need not apply. The suo-moto retention period will be on the payment of normal license fee. No damage rate will be charged for this period.

These relaxations will also be given to allottees where he/she has been in possession of the official accommodation beyond the permissible period or has become unauthorised occupant of official accommodation before 17.03.2020. However, in such cases, for the period before 17.03.2020 and after the retention period of 75 days (i.e. up to 31.05.2020), the damage rent as applicable will be charged.

This issues with the approval of the Competent Authority.

(Pawan Kumar)  
Dy. General Manager (Pers.)

**Copy To:**

1. Sr. PA to MD/ SAM to Director (Finance)/ PS to Director (Pers.)/ PA to CVO, CWC Corporate Office, New Delhi
2. All Regional Managers, CWC
3. All HoDs, Corporate Office, New Delhi
4. GGM(MIS)-with the request to upload the circular on CWC website
5. Secretary General, Federation of CWCEUs, New Delhi.