



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/I-Transfer/Estt/1736 E  
**CIRCULAR**

Dated: 17.07.2019

As you are aware that recruitment process in the cadre of JTA, Jr. Supdt., Hindi Translator, Supdt., Accountant, AE (Civil), AE (Elect.) and Management Trainee is likely to be completed shortly and they will be joining in the different regions as per requirement.

Keeping in view of above and hardship faced by the employee at their respective work place, it has been decided to consider the request of the employees to the extent possible, so that general employee's satisfaction level in the Corporation improves, he/she can perform well and contribute his/her maximum to the organisation. As such, all the regular employees of the corporation who intends to get himself transferred at any other desired location are hereby advised to send his/her transfer request details in the following format directly to Manager (Estt.) via E-mail on [a.k.singh@cewacor.nic.in](mailto:a.k.singh@cewacor.nic.in) upto 31<sup>st</sup> July, 2019. Employees who have already given their request are also advised to send his/her fresh request.

1. Name & Designation of the employee
2. Place of posting
3. Date of joining at the present centre
4. Date of joining in the region
5. Choice place of posting on request transfer
  - i)
  - ii)
  - iii)

**Note:** a) Employee can also give more option of choice place of posting to maximize their chances to consider the request.

b) The forwarding of request transfer through concerned Regional Office is not required in this case only to avoid processing delay. As such employee can directly send his/her request via mail on the mail ID mentioned above.

It is also relevant to mention that if the employee's request of transfer on their choice place of posting is considered then it will be treated as request transfer without transfer benefits as per policy of the Corporation.

It is, also, requested to kindly arrange to circulate the letter to all concerned. Copy of this Circular shall also be put up on the notice board of the Regional Office & Warehouses under your jurisdiction for wider publicity.

  
(Alok Kumar Singh)  
Manager (Estt.)

**Copy to:**

1. All HoDs, CWC, CO, New Delhi- for information and necessary action.
2. All RMs, CWC, RO, \_\_\_\_\_ -for further circulation and necessary action as above.
3. Sr. PA to MD/PS to Dir (MCP)/SAM to Dir (Fin)/PS to Dir (Pers)/PA to CVO, CWC, CO, New Delhi - for information please.
4. GM (MIS), CWC, CO, New Delhi - for arranging to upload on the CWC website