

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



No: CWCCO-PD0HRMS/2/2020-PERS

Date: 20.08.2020

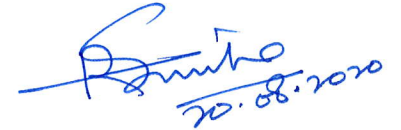
CIRCULAR

Sub: Guidelines for Outdoor Duty

The following instructions are issued regarding Outdoor duty with immediate effect:-

1. Outdoor Duty/Other Duty(OD) will be treated as only Official duty henceforth.
2. Officials, who wish to avail Official duty, would be required to get prior approval from the Director concerned :-
 - a. a day before, for availing OD for a particular day or for the next forenoon.
 - b. in the forenoon, for availing OD for the afternoon of the same day.
3. If official wishes to avail OD facility for more than three occasions in a month, prior approval of Managing Director is required.
4. If there is any issue in marking attendance due to some fault in the Biometric machine/Mobile app. on any particular day, Official has to send a message to MD/concerned Director as well as to GGM (MIS). GGM(MIS) will attend to the matter immediately.
5. Above instruction stands implemented w.e.f. 24.08.2020. Till introduction of the online system, manual OD Slip (copy enclosed) to be submitted for prior approval.
6. The other terms and conditions including provision for deduction of leave on late coming/early going contained in CWC Circular No. CWC/VII-19/Admn./17580 dated 23rd January, 2020 remains unchanged.

Encl: As above.


20.08.2020

(Rakesh Kumar Sinha)
Director (Pers.)

Distribution to:

1. All HoDs, CWC, CO, New Delhi

Copy to:

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir(MCP)/PA to CVO
2. GGM (System) – with the request to upload the circular on the CWC portal and take action for making changes in the HRMS module.

OD PERMISSION SLIP

Date _____

I Mr./ Ms. _____, Employee code. _____,
Designation _____ Department _____ will be
on Training/Official Visit/ to _____ for the period
from _____ to _____, Time _____ to _____ in
connection with (Purpose) _____

_____. I
am likely to see Mr. _____ in this connection.

Request you for regularisation of my attendance for the above-mentioned
period.

Employee signature:

Employee Contact No:

Approved/Rejected

(Head of the Department)

