



No. CWC CO-PD0RECT/207/2020-PERSONNEL

Dated: 01.04.2021

CIRCULAR

Subject: Introduction of “Special Voluntary Retirement Scheme 2020” in CWC Exclusively for Group-D/WAG-I/WAG-II and other miscellaneous cadres (Viz. ‘Senior Operator’, ‘Driver’, ‘Lift Attendant’, and ‘Electrician) in Group C posts

In order to achieve optimum manpower utilization, improved productivity, cost reduction and quality of work life, it has been decided with the approval of the Competent Authority to introduce Special Voluntary Retirement Scheme (SVRS) in the Corporation (SVRS-2020) for the Group D/WAG-I/WAG-II and other miscellaneous cadres (Viz. ‘Senior Operator’, ‘Driver’, ‘Lift Attendant’, And ‘Electrician) in Group C posts. A copy of the SVRS scheme along with application form is enclosed. The SVRS-2020 would remain operative for a period of three months effective from **15.04.2021** to **14.07.2021**.

The eligible employees of the Corporation who are interested to opt for voluntary retirement under this scheme may submit the application in the prescribed proforma within the validity period of the scheme i.e. latest by 14.07.2021 to the Competent Authority (mentioned in point no VIII of the scheme) through proper channel.

Encl: As Above

(Anil Manik Rao)

Group General Manager (Pers.)

Distribution:

1. All HODs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional offices

} with the request to circulate this scheme among all the Group-D/WAG-I/WAG-II and Misc Group C staff posted in their Division/Region.

3. AGM (Estt)/Secretary (Pension Trust)/Manager (IR), CWC, CO, New Delhi.
4. Secretary General, Federation of CWC Employees Unions, Delhi.

Copy to:

1. PS to MD/ PS to Dir (Fin)/PS to Dir (Pers)/PS to Dir (MCP), CWC, CO, New Delhi.

SPECIAL VOLUNTARY RETIREMENT SCHEME FOR EMPLOYEES IN THE CADRE OF GROUP-D/ WAG-I/ WAG-II AND OTHER MISCELLANEOUS CADRES (VIZ. 'SENIOR OPERATOR', 'DRIVER', 'LIFT ATTENDANT', AND 'ELECTRICIAN') IN GROUP-C POSTS (SVRS – 2020 – GROUP-D/ WAG-I/ WAG-II/ MISC. GROUP-C)

I. Title, Commencement, Jurisdiction, Duration:

- 1) This Scheme shall be called Special Voluntary Retirement Scheme for employees in the Cadre of Group-D/ WAG-I/ WAG-II and Other Miscellaneous Cadres (Viz. 'Senior Operator', 'Driver', 'Lift Attendant', And 'Electrician') in Group-C Posts (SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C)
- 2) The Scheme will be in operation for a period of three months w.e.f. **15.04.2021 to 14.07.2021**
- 3) CWC will have the right to accept the requests for Voluntary Retirement on "First-come First-served" basis. Further, CWC will have the right to refuse Voluntary Retirement to any employee/group of employees at the discretion of the Management.

II. Objective:

The objective of SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C is:

- 1) To achieve optimum manpower utilization, improved productivity, cost reduction and quality of work life.
- 2) To reduce the staff strength in cadres of Group-D/ WAG-I/ WAG-II and Other Miscellaneous Cadres (Viz. 'Senior Operator', 'Driver', 'Lift Attendant', And 'Electrician') in Group-C.

Note: The total staff-strength in CWC will get reduced to the extent of the number of employees, who opt for and are allowed Voluntary Retirement under this scheme. There will be no recruitment against vacancies arising due to SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C and equivalent entry level posts would automatically stand abolished.

III. Scope:

The Scheme shall apply to all regular employees of Group-D/ WAG-I/WAG-II and Other Miscellaneous Cadres (Viz. 'Senior Operator', 'Driver', 'Lift Attendant', And 'Electrician') in Group-C cadre, who have completed 10 years of service or attained the age of 40 years on the date of introduction of Scheme.

Note: The existing provisions of Superannuation and retirement of the employees under Regulation 21(ii) of the Central Warehousing Corporation (Staff) Regulations, 1986 will continue unaltered.

IV Eligibility:

Any employee of the cadre of Group-D/ WAG-I/ WAG-II and Other Miscellaneous Cadres (Viz. 'Senior Operator', 'Driver', 'Lift Attendant', and 'Electrician') in Group-C of the Corporation, who have completed 10 years of service or attained the age of 40 years on the date of introduction of Scheme, may seek Voluntary Retirement under the Scheme by giving a Written Request in the prescribed format to the Competent Authority within the prescribed time limit.

Note: In respect of deputationists, who were absorbed in CWC, the period of service rendered on deputation, if any, shall not be treated as part of service for the purpose of this Scheme.

V **Notice Period:**

The employee opting for SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C will be required to tender three months' notice period. The Notice period will be reckoned from the date of receipt of request/application in CWC in the prescribed form. If the employee intends to retire before the expiry of three months' Notice period, he/she would be required to forego the salary for the period falling short of the Notice Period of three months. In case, CWC decides to retire any employee before the expiry of three months' notice period, the employee will be entitled to salary for the period falling short of the Notice Period. Salary for this purpose shall consist of Basic Pay and DA, as applicable on the date of relief.

VI. **Entitlement/Benefits under the Scheme:**

All employees, whose offer for Voluntary Retirement under this Scheme is accepted, will be entitled to the following benefits:

The Ex-gratia payment equivalent to 60 days salary for each completed year of service in the Corporation or the salary for the left out period of service, whichever is less. Salary for the purpose of SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C shall consist of Basic Pay plus DA as on the date of relief and no other element.

Note:

- i. Completed year of service shall be computed by considering the service exceeding six months as full year and ignoring service rendered for or less than six months. For example, period of service of 25 years six months and 15 days shall be taken as 26 years and service of 24 years six months shall be taken as 24 years.
- ii. The Ex-gratia amount payable as at (i) above shall be worked out taking into account the service rendered by the employee including three months' notice period. In no case, amount payable shall exceed the salary for the period of left over service.

- iii. The balance in his Provident Fund Account will be payable as per “Central Warehousing Corporation Employees Provident Fund Regulations, 1962.”
- iv. Cash equivalent to accumulated terminal leave benefits etc. will be payable as per Rules of the Corporation.
- v. Gratuity will be payable under the Provisions of “The Payment of Gratuity Act, 1972” as applicable to the employees of the Corporation.
- vi. TA as admissible will be payable under the rules of the Corporation to an employee for Home Town or any other place in India, where he/she intends to permanently settle down after retirement.
- vii. The memento as per rules will also be presented on the date of Retirement as per Rules in vogue.
- viii. The Medical Reimbursement Facility, as admissible to the employees of the Corporation on superannuation, will be available to the optees of SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C.
- ix. Apart from the amount to be determined as stated above, benefits, which will accrue to them under any revision of wages/pay structure would also be admissible only for the service period rendered in CWC up to the date of actual relief from the services of the Corporation.
- x. The benefits of Pension will be available to the persons who have already become members of the Pension Scheme and are eligible for payment of Pension as per the CWC Pension Scheme.
- xi. SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C optee employees will be entitled for benefit of the wage revision due w.e.f. 01.01.2017.

VII. **Income Tax Exemption:**

This will be as per the Provision of the Income Tax Act, 1961.

VIII. **Competent Authority:**

The Competent Authorities for the purposes of this Scheme will be as under:

S. N.	Competent Authority	Post
1.	Deputy General Manager (Pers.)*	WAG-II at Corporate Office / WAG-I/ Other Miscellaneous Cadres (Viz. 'Senior Operator', 'Driver', 'Lift Attendant', And 'Electrician') in Group-C
2.	Regional Manager*	WAG-II
3.	Manager*	Group-D

* As per Staff Regulations;

1. The Authorities mentioned above will be competent to accept or reject the application for Voluntary Retirement under this Scheme.

IX. Procedure:

1. An eligible employee may submit an application for Voluntary Retirement under the Scheme to the Competent Authority through Proper Channel, in the prescribed format enclosed.
2. The Voluntary Retirement of the employees under this Scheme will be subject to vigilance clearance.
3. An employee may be permitted to withdraw his application for Voluntary Retirement before the Management notifies in writing to him about the decision to accept his request for Voluntary Retirement.
4. In the event of death of employee during the Notice Period, he/she would be entitled only to the benefits, which are admissible in the event of death while in service and not under the SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C.
5. The Competent Authority, within a period of three months from the date of receipt of said application, shall take a decision to accept or reject the said application and shall communicate the decision to the official concerned.
6. The employee, who avails SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C from CWC, shall not be allowed to take up employment in other PSUs/Govt. Bodies. If he/she desires to do so, he/she shall have to return the SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C compensation received by him/her to CWC.

X. **Interpretation:**

If any doubt or difficulty arises in interpreting the provisions of the Scheme, or in giving effect to them, or if any lacuna, inconsistency or anomaly is observed in their application, it shall be open to the Managing Director to issue General instructions or clarifications for the purpose of removing such doubt, difficulty, lacuna, inconsistency or anomaly and his decision shall be final and binding on all concerned.

APPLICATION FOR VOLUNTARY RETIREMENT FROM THE CENTRAL WAREHOUSING CORPORATION UNDER SVRS SCHEME -- SVRS - 2020 - Group-D/ WAG-I/ WAG-II/ Misc. Group-C.

The Competent Authority (mentioned at point No. VIII in the scheme)
Central Warehousing Corporation
Corporate Office/Regional Office

Through Proper Channel

Sub: Voluntary Retirement from the services of the Central Warehousing Corporation under the Special Voluntary Retirement Scheme - SVRS - 2020 - Group-D/ WAG-I/ WAG-II/ Misc. Group-C introduced vide Circular No. _____ dated _____.

Sir,

I hereby offer for Voluntary Retirement from the services of the Central Warehousing Corporation under the Special Voluntary Retirement Scheme SVRS - 2020 - Group-D/ WAG-I/ WAG-II/ Misc. Group-C, as per above mentioned circular, which has been carefully read and understood by me. I further opt for SVRS - 2020 - Group-D/ WAG-I/ WAG-II/ Misc. Group-C w.e.f.

1. Name (in capital letters) -----

2. Designation -----

3. Present Place of Posting -----

4. Date of Birth -----

5. Date of Joining in CWC -----

6. Pay as on date Basic pay_____

DA _____

7A Whether any Advance towards HBA/Conveyance etc. taken and if so, indicate the details of such advances, so sanctioned. -----

7B Amount of HBA/Conveyance Advance etc. outstanding on the date of application. -----

8A Whether any Advance towards -----
Festival, LTC and other Advances -----
taken and if so, indicate details of -----
such advances, so sanctioned.

8B Amount of Festival/LTC/any other -----
Advances outstanding as on the date -----
of application.

- I hereby request that the balance amount of Advances payable by me to CWC towards HBA/Conveyance/ Festival/LTC/House Hold Advances and any other dues outstanding against me, may be recovered from the amount due to me as Retirement Benefits from CWC. If any amount is left outstanding even after such recoveries, I agree to pay the same in cash/by DD immediately.
- I also undertake to refund the amount of compensation received on account of SVRS – 2020 – Group-D/ WAG-I/ WAG-II/ Misc. Group-C from CWC in case I take up employment in any other PSU/Govt. Sector.

Signature of Employee
Employee Code: _____

Place -----

Date -----