



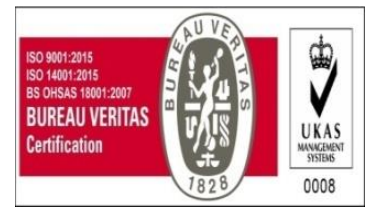
केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-PDOADMN/6/2020-PERS-Part(2)

Date: 02nd May 2021

CIRCULAR No-14

Subject : Work from Home (WfH) w.e.f 3rd May till 7th May, 2021

Reference : Circular no CWC CO-PDOADMN/6/2020-PERS dt 18.04.2021
Circular no CWC CO-PDOADMN/6/2020-PERS dt 24.04.2021

1. This is in continuation to this office circulars of even no. dated 18th & 24th April 2021, on the subject cited above, where in all CO staff including outsourced manpower were asked to WfH from 19th till 30th April 2021.
2. As the COVID cases are still rising at alarming rate, where more precautions are to be observed for health & safety and to curtail the spread of corona virus, it has been decided to extend the WfH facility from **3rd May till 07th May 2021**.
3. All employees are requested to apply for regularization of their **WfH leaves** through **HRMS web** or on mobile **Handy HR application**.
4. This is issued with the approval of Competent Authority.

(Amrish Gautam)

Dy. General Manager (Pur/Pub/Admn)

Distribution:

1. HoDs, CWC, CO, New Delhi: To organize the work using available e-tools including virtual conference meetings. Closely monitor work & supervise employees working under them.
2. All RMs, CWC: To take note of the situation & act accordingly.

Copy to:

1. PS to Chairman/ PS to MD/ PS to Director(Pers.)/PS to Director(M&CP)/ PA to CVO, CWC,CO, New Delhi
2. Secretary General, Fed of CWC EUs (Regd), New Delhi