



CIRCULAR

As per procedure being followed information of the retiring officials of the region is sent to concerned RO before 3 months of retiring officials while sending information about the retiring officials. RMs are requested to furnish audited leave account, NDC and other related document which are also available on CWC website, to timely settle the final dues of concerned officials.

It has, however been observed that in some cases NDC of the concerned officials is being sent showing as large outstanding amount for recovery from final dues of retiring official. As, it is not possible to make any recovery from the gratuity & CPF payable to retiring official, only option for recovery remain Terminal Leave Benefit and it may not be possible to make recovery of such large amount from TLB payable since in some cases TLB is not sufficient enough to make recovery of outstanding amount. Keeping in view of above difficulties instructions have already been issued to all RMs vide circular dated 19.07.2017 to recover all outstanding amount from the individual before issuing no demand certificate. In spite of clear instruction on this issue, ROs are forwarding NDC showing a large outstanding amount for recovery from the final dues. Since information about the retiring officials is available with RO before 3 months of retirement of concerned officials, all recovery can be made from his/her before sending NDC to CO for settling final dues.

In view of above, it is once again emphasized that clear NDC in respect of retiring officials should be forwarded to CO after receiving all outstanding amount. Also all ROs are requested to send the Audited Leave Account as on date of retirement including manual leave account and leave balance updated on HRMS portal with proper certification by concerned Estt. officer. In case of any deviation, concerned Estt./Account officer of the RO will be held responsible and action will be taken accordingly.

Somnath Acharya
04/10

(Somnath Acharya)

General Manager (Personnel)

Distribution to:-

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC.
3. GM(System), CWC, CO, New Delhi - with the request to upload the above Circular.
4. Sr.PA to MD/ SAM to Director (Finance)/PS to Director (Pers.)/PA to CVO, CWC, CO, New Delhi.