



No. CWC CO-PD0ESTT/313/2020-PERS

Date: 09.03.2021

CIRCULAR

Subject: Rationalization and proper utilization of manpower-reg.

Corporate Office is receiving frequent requests from a number of Regional Managers for posting of additional staff citing reasons of huge number of superannuation, operational difficulties etc. The existing in-position staff strength at Regional Offices at all Regions has been perused and presented hereunder, as per the available details:

Sl. No.	Regional Office	Group A	Group B	Group C	Group D	Total	Capacity(MT)
1	Ahmedabad	8	8	17	1	34	762700
2	Bangalore	5	10	12	0	27	523270
3	Bhopal	8	12	19	5	44	942719
4	Chennai	12	09	5	2	28	703344
5	Chandigarh	12	14	17	2	45	1688554
6	Delhi	10	15	17	4	46	378656
7	Guwahati	4	3	04	1	12	159574
8	Hyderabad	12	18	16	1	47	*3411290
9	Jaipur	8	10	13	0	31	796468
10	Kolkata	9	12	11	1	33	664682
11	Kochi	6	6	7	0	19	169460
12	Lucknow	13	21	16	6	56	937242
13	Mumbai	11	14	35	13	73	1449508
14	Patna	7	9	9	0	25	641664
	Total	125	161	198	36	520	

*Including CCI Hired 1539357 MT

It is observed from the above details that almost 1/5th of the manpower strength of the Corporation is utilized at Regional Offices alone. Whereas, some of the Regions with lower capacity have more staff posted at Regional Office (Kochi, Delhi), and few Regions with substantial capacity are managing with services of less staff (Chennai, Jaipur, Patna). Further, the services of Group D staff are also being utilized in Regional Offices.

With the advent of e-office and other e-tools leading to digitalization of office work, the requirement of staff at Regional Offices needs to be reviewed. Further, in view of superannuation, shortage of staff in field units, it is imperative that the staffs posted in Regional Offices are rationalized and are utilized at the field units which are the earning centres of the Corporation.

In view of the above, it has been decided to categorize the regional offices and fix the ceiling for number of staffs to be posted in Regional Offices as under:

Sl. No.	Category of Region	Name of the Regions	Ceiling for number of Staffs
1	Large	Chandigarh, Hyderabad, Lucknow, Mumbai	30
2	Medium	Ahmedabad, Bangalore, Bhopal, Chennai, Delhi, Jaipur, Kolkata, Patna	25
3	Small	Guwahati, Kochi	15

Accordingly, all ROs are requested to review the staff posted at ROs vis-à-vis staff recommended to be posted as above. Apropos, the surplus staff shall be transferred to field units to meet operational requirements of the Corporation. The following points are to be adhered to while transferring/posting of staff:

- i) The employees superannuating till March, 2022 may not be transferred out of station, however, they can be relocated to field units in the same station/city.
- ii) The requirement of Group D staff in Regional Office should be reviewed and their postings in field units to be considered for suitable jobs.
- iii) The recommendations for inter/intra region posting of employees may be forwarded to Corporate Office, where DoP is with CO officials.
- iv) It must be kept in view that transfers are not in violation of any mandatory statutory rule/provision or suffers from mala fides.
- v) All the guidelines/policies of the Corporation regarding transfer and posting must be adhered to while taking a decision on transfer/posting of an employee.

All Regional Managers are advised to ensure compliance of the above instructions and submit an ATR latest by **31.03.2021**.

This issues with the approval of the Competent Authority.

(Pawan Kumar)
DGM (Pers)

Copy to:

1. All Heads of Divisions, CWC, CO, New Delhi.
2. All Regional Managers.
3. PS to MD/PS to Dir (Fin.)/PS to Dir (Pers.)/PS to Dir (MCP)/ PA to CVO - for information
4. GGM (Systems)- with the request for uploading this circular on CWC website.