



No. CWC CO-PDOADMN/6/2020-PERS

Dated: 26.04.2021

CIRCULAR No. 12

This has reference to the various queries received related to the Work from Home in respect of the employees, who are patient of Covid or have been isolated because of covid patients at home or in their building or are in the containment zone wherever movement is blocked or forced isolation is implemented.

In this regard, it is to reiterate that the earlier circulars issued vide dated 20.08.2020 and 19.11.2020 are still in vogue. If any person who has been detected Covid positive or has been asked to isolate oneself because of family members being Covid positive or are in the containment zone, have to be in isolation, he/she may apply Work from Home and continue with their working, availing work from home facility as per the circulars.

This issues with the approval of Competent Authority.

Encl: As above.

(Amrish Gautam)
Dy. General Manager (Pur/Pub/Admn)

Distribution:

1. All Officers/employees, Corporate Office, New Delhi
2. All RMs, CWC, Regional Offices – for similar action.
3. PS to Chairman/PS to MD/PS to Dir(Fin)/PS to Dir(Pers)/PS to Dir(MCP)/PA to CVO, CWC, CO, New Delhi
4. Secretary General, Federation of CWC Employees Unions – for information



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



CWC/VII-19/Admn./20-21

Date: 20.08.2020

Circular

CWC employees have been working throughout the lockdown period at their stationed offices, while taking all precautions such as wearing mask, sanitizing themselves as well as the office, keeping social distancing and going for virtual meetings etc.

Now when we need to move on, with time & improve upon our business activities in such situation, one has to move from one state to another, for work or on transfer or otherwise. They are at times being asked to go in quarantine, because of state Govt. Rules.

OR

There may be instances where an employee of our organization is quarantined because of their family member is found Corona positive and he/she is forced to stay at home, i.e. home quarantined, for the safety of society at large.

In aforesaid two situations where an employee is forcefully asked to be quarantined, in such circumstances his/her period of quarantine will be considered as work from home.

If an employee of CWC is found to be Corona Positive & has to be isolated/quarantined, then in such situation he/she will avail their leaves as applicable to them.

This is issued with the approval of Competent Authority.

Amrish Digitally signed by
Amrish Gautam
Date: 2020.08.24
18:00:50 +05'30'
Gautam

(Amrish Gautam)

Dy. Gen. Manager (Admn.)

Distribution

1. All HoDs, CWC, CO, New Delhi
 2. All RMs, CWC, Regional Office.
- with request to circulate the content of circular for the benefit of all employees.

Copy to:

1. PS to Chairman/Sr.PA to MD/SAM to Director (Fin.)/PS to Director (Pers.), CWC, CO, New Delhi
2. PA to CVO, CWC, CO, New Delhi
3. GGM (MIS), CO, with request to upload on the CWC website.

निगमित कार्यालय: 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नई दिल्ली-110016.

CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.

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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-PDOHRMS/2/2020-PERS

Date: 19.11.2020

CIRCULAR


SUB: GUIDELINES FOR WORK FROM HOME

Considering the increased risk of COVID-19 cases, Competent authority has decided to allow Work from Home (WFH) with the following conditions:

- i. If an employee has been asked to undergo self-quarantine due to being tested COVID-19 positive, then employee may avail WFH during the said period with approval of Concerned Director/ HoD.
- ii. The employee concern will join duty after the self-quarantine period is over and on obtaining fitness/discharge certificate from the Authority concerned.
- iii. During the WFH period performance of the employee shall be monitored by the respective HoDs.

During the period of WFH, the officials should be available on telephone and electronic means of communications at all times. Above guidelines will be effective till further order.

All other terms and conditions as issued from time to time will remain in force till further order.


Digitally signed by
Somnath Acharya
Date: 2020.11.19
17:38:52 +05'30'

(Somnath Acharya)
General Manager (Pers.)

Distribution to:

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC Regional Office

Copy to:

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(F)/PA to CVO
2. GGM(System)- with a request to upload the circular on the CWC portal.