



# 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 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.

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