



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/I-Misc./Circular/Estt./

775D

Date: 03.09.2019

**CIRCULAR**

Every employee of the Corporation is required to fillup certain forms for sanction of his/her retiral dues. It is seen that some of the retiring employee may not be aware of these forms which may result in delay in sanction of his/her final dues.

In order to streamline the system and also to avoid delays in settlement of dues such forms which are required to be filled up by the retiring employee have been bunched in the form of a booklet and have been uploaded on the CWC web site ([http://cewacor.nic.in/Docs/Retirement%20Booklet\\_0309199.pdf](http://cewacor.nic.in/Docs/Retirement%20Booklet_0309199.pdf)). The booklet may be provided to retiring officials also before three months of their retirement. The same may be downloaded from the web site for doing needful and sent to CO through concerned RM by retiring employee.

Further, it has been decided by the competent Authority that all RMs and HoDs shall appoint one Nodal Officer in their RO/Division to assist the retiring employee in filling the requisite forms for onward submission of the same to CO for further action.

*Somnath Acharya*

**(Somnath Acharya)**  
General Manager (Personnel)

**Distribution to:-**

1. GM(MIS), CWC, CO, New Delhi - with the request to upload the booklet on the CWC website.
2. All HoD's CWC, CO, New Delhi. } With the request to appoint nodal officer as advised in the circular and also bring this circular to the notice of all employee working under them.
3. All RMs, CWC, ROs

C.O.:4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi. Tel. 011-26566107,  
E-mail: [warehouse@nic.in](mailto:warehouse@nic.in), Web: [www.cewacor.nic.in](http://www.cewacor.nic.in), E-mail: [gmpers@cewacor.nic.in](mailto:gmpers@cewacor.nic.in) /Tel.No.011-26536811/Fax: 011-26967256.