



CIRCULAR

No: CWC/CO/CRC/PRP/2020-21

Dated: 28.07.2020

Sub: Payment of PRP

Corporate Office, CR Cell has been receiving various representations from regular and retired executives regarding non-payment of PRP for a particular financial year. Most of the representations received; do not require any processing as the existing guidelines are very clear in such cases. Even though, guidelines regarding disbursement of PRP, explaining the eligibility criteria for payment of PRP to the individuals and the conditions which are applicable for the payment of PRP to the executives' upto Board level appointees are being reiterated, as follows:

- a. The PRP is payable for full attendance during the year. The days of Leave without Pay (LWP)/Absence without Leave (AWL) shall result in proportionate reduction in the PRP. Period of Maternity Leave/Paternity Leave/Child Care Leave/Study Leave etc. shall not be counted for the calculation of PRP.
- b. Executive who may retire on superannuation/Voluntary Retirement/Dies while in service will be eligible for payment of PRP under the Scheme. Pro-rata payment of PRP will be made to the Executives/Employees who have put in service for a part of the year subject to minimum service of three months.
- c. PRP in respect of Executive promoted during the year shall be in proportion to the post, pay scale and period spent in respective post.
- d. Payment of PRP will be withheld in case of suspended employee till conclusion of the enquiry. The period of suspension will not be counted for calculation of PRP, unless the official is *exonerated* after conclusion of Disciplinary Proceedings.
- e. Officials awarded major penalty during the financial year will not be entitled for PRP for the penalty period.
- f. Officials resigning from the service of the Corporation will not be entitled for payment of PRP for that year.

In light of above, it is emphasised upon that no representation shall be entertained further, if falls under any of the category/conditions mentioned as above. All concerned Regional Offices/HoDs are requested to examine such representation, before forwarding the same to Corporate Office.

This issues with the approval of the competent authority.

(Debapati Saha Chowdhury)
Asst. Gen. Manager (Pers.)

To:

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. GGM (System), CWC, CO, New Delhi – with the request to upload it on CWC website.
4. PS to Chairman, Sr. PA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers), PA to CVO, CWC, CO, New Delhi.