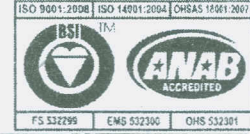




CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No. CWC/DP- PS/Corrsp./2013

746A

20th June, 2013

CIRCULAR

Sub: Representation from CWC employees on service matters

- 1.0 It has been envisaged in the Regulation 53 of CWC (Staff) Regulation, 1986 that no employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his services in the Corporation. From time to time, it has been emphasised to use appropriate channel for submitting representation on service matters.
- 2.0 Of late, it has been observed that there is increasing tendency among the employees to forward the representation on service matter or for any other reasons through themselves or through their spouse/relation directly to the Ministries, Prime Minister Office, Ministers and other functionaries. Quite often, it is noticed that representations on individual grievance are forwarded by the unions as well as Hon'ble Member of Parliament/ Ministers and other functionaries etc.
- 3.0 In the light of above scenario, DoPT has also issued recent guidelines reiterating its earlier instructions and conveying dis-approval of this tendency of forwarding representation on service matters by the individual themselves or through others without appropriate channel. It is, thus, evident that the CWC(Staff) Regulation, 1986 as also Govt. instructions prohibit the employees to resort to redress their grievance in violation of standing instructions.
- 4.0 Submission of representations, therefore, directly to higher authorities by- passing the prescribed channel of communication by the employee/(s) themselves or through someone else has been viewed seriously by the Corporation and all employees of the Corporation are instructed to adhere to above mentioned guidelines and seek redressal of their grievance by submitting the representation to their immediate superior authority without endorsing copy of it to anyone.
- 5.0 Any deviation to above directions shall be viewed seriously. All HoDs/RMs/CC Heads may please note and bring these instructions to the notice of all employees working under their control for strict compliance. Circular is also available on website of CWC. The receipt of this circular may please be acknowledged.

J.S.KAUSHAL
Director(Pers.)

20/6

Distribution:

1. All HoDs, CWC, CO, New Delhi.
2. All RMs/CC Heads, CWC

Copy to:

PS to MD/Dir.(MCP)/Dir.(Fin.)/CVO, CWC, CO, New Delhi.