



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



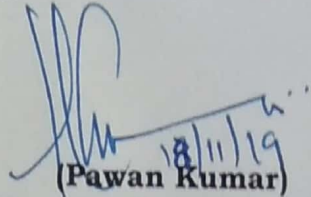
जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/I-Misc./Pers. Divn./Estt./2019-20/652

Date: 18.11.2019

CIRCULAR

1. The attention is invited towards the instructions issued vide this office Circular of even no. dated 03.09.2019 and 04.10.2019 regarding settlement of final dues of the employees retiring on superannuation.
2. The Secretary, Food and Public Distribution, Govt. of India while taking a review of CWC on 28.10.2019 desired that all retirement dues should be settled immediately upon retirement/superannuation of an employee.
3. Towards ensuring expedition completion of retirement formalities, Regional Managers were advised to nominate one official as nodal officer. However, details are still awaited from ROs. It has also been noticed that some recoverable/outstanding amount is shown in the NDC. It may be ensured by respective ROs that all recoveries are affected before hand and clear NDC be issued.
4. The Regional Managers are therefore, requested to ensure strict adhere to the guidelines issued in retirement booklet and send all details viz NDCs, Audited Leave Accounts etc. to Corporate Office at least one month before retirement of the individual.
5. Individual responsibility may be fixed for any delay/lapse in adherence of these guidelines.


(Pawan Kumar)

Dy. General Manager (Personnel)

Distribution to:- All RMs, Central Warehousing Corporation, Regional Office ----

Copy to:-

1. GM(MIS), CWC, CO, New Delhi - with the request to upload the same on the CWC website.
2. GM(Comm.), CWC, CO, New Delhi - with reference to note No.CWC-CD/XV-Ministry/2019-20 dated 05.11.2019.
3. Sr.PA to MD/SAM to Dir.(Fin.)/PS to Director (Pers.)/PA to CVO, CWC, CO, New Delhi.