



**CENTRAL WAREHOUSING CORPORATION**  
**(A GOVT. OF INDIA UNDERTAKING)**

4/1, Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi-110 016



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No. CWC/I- VRS-2013/Rectt./2013

Dated 30<sup>th</sup> August, 2013

**CIRCULAR**

**Sub: Introduction of "Special Voluntary Retirement Scheme 2013" in CWC exclusively for Group-D Employees**

In order to achieve optimum manpower utilization and to reduce the staff strength in the Group-D, it has been decided with the approval of the Board, to introduce Special Voluntary Retirement Scheme (SVRS) exclusively for the Group-D employees of the Corporation (SVRS-2013). A copy of the SVRS alongwith application form is enclosed. The SVRS-2013 is applicable to Group-D employees of the Corporation exclusively and would remain operative for a period of three months effective from **30.08.2013 to 29.11.2013**

It has also been decided that there will be no recruitment against vacancies arising due to SVRS-2013 and equivalent entry level posts would automatically stand abolished.

The eligible employees of the Corporation who are interested to opt for voluntary retirement under this scheme may submit their application in the prescribed proforma within the validity period of the scheme latest by **29.11.2013** to the Competent Authority through proper channel.

  
(Bhaskar Biswas)

Dy. General Manager (IR)  
For General Manager (Pers)

Encl: As above.

**Distribution:**

1. All HODs, CWC, CO, New Delhi
  2. All RMs/Construction Cell Heads, CWC
  3. DGM(IR)/AGM (Estt)/Secretary (Pension Trust), CWC, CO, New Delhi.
  4. Secretary General, Federation of CWC Employees Unions, Delhi.
  5. MIS Division – with the request to upload the circular alongwith scheme in the CWC website.
- } with the request to circulate this scheme among all the Group-D staff posted in their Division/Region/Cells.

**Copy to:**

1. PS to MD/PA to Dir(MCP)/ PS to Dir (Fin)/SAM to Dir (Pers), CWC, CO, New Delhi.



# केन्द्रीय भंडारण निगम

(भारत सरकार का उपक्रम)



संख्या:- के.भ.नि./1-स्वैच्छिक सेवानिवृत्ति योजना-2013/भर्ती/2013 दिनांक:- 30.08.2013

## परिपत्र

विषय:-केन्द्रीय भण्डारण निगम में केवल समूह घ के कर्मचारियों के लिए विशेष स्वैच्छिक सेवानिवृत्ति योजना, 2013

अधिकतम जनशक्ति की उपयोगिता का प्रयोग करने के उद्देश्य से समूह घ के स्टाफ की संख्या को कम करने हेतु निदेशक मण्डल के अनुमोदन से यह निर्णय लिया गया है कि निगम के समूह घ कर्मचारियों के लिए एक विशेष स्वैच्छिक सेवानिवृत्ति योजना (SVRS) प्रारम्भ की जाये। विशेष स्वैच्छिक सेवानिवृत्ति योजना की एक प्रति आवेदन फार्म के साथ संलग्न है। विशेष स्वैच्छिक सेवानिवृत्ति योजना-2013 निगम के केवल समूह घ कर्मचारियों पर लागू होगी एवं यह योजना 30.08.2013 से 29.11.2013 तक तीन महीने के लिए प्रभावी रहेगी।

यह भी निर्णय लिया गया है कि विशेष स्वैच्छिक सेवानिवृत्ति योजना-2013 के कारण उत्पन्न होने वाले रिक्त पदों के विरुद्ध कोई भी भर्ती नहीं की जायेगी एवं समकक्ष प्रवेश स्तर के पद स्वतः समाप्त हो जायेंगे।

निगम के ऐसे सेवानिवृत्त पात्र कर्मचारी जो कि इस विशेष स्वैच्छिक सेवानिवृत्ति योजना का अपनाने के इच्छुक हों, वे निर्धारित प्रोफार्मा में अपना आवेदन योजना की वैध तिथि दिनांक 29.11.2013 तक सक्षम प्राधिकारी को उचित माध्यम से भेज दें।

संलग्नक:-उपरोक्त !

भास्कर बिशाल  
(भास्कर विश्वास)

उप महाप्रबंधक(औ0संबन्ध)  
कृते महाप्रबंधक(कार्मिक)

वितरण:-

1. सभी विभागाध्यक्ष,के.भ.नि., नि.का. नई दिल्ली को इस अनुरोध के साथ कि वे अपने विभाग/क्षेत्र/निर्माण सैल में इस योजना की जानकारी हेतु सभी समूह घ कर्मचारियों में परिचालित कर दें।
2. सभी क्षेत्रीय प्रबंधक/निर्माण सैल के प्रमुख, केन्द्रीय भण्डारण निगम।

3.उप महाप्रबंधक(औ0संबन्ध)/सहा.महाप्रबंधक(स्था.)/सचिव(पेंशन ट्रस्ट) के.भ.नि., निगमित कार्यालय, नई दिल्ली।

4 महासचिव, फ़ैडरेशन ऑफ़ सी.डब्ल्यू.सी. कर्मचारी यूनियन्स दिल्ली।

5.एम.आई.एस. विभाग को इस अनुरोध के साथ कि वे परिपत्र को योजना की जानकारी सहित के.भ.नि. की वेबसाइट पर लोड कर दें।

प्रतिलिपि:-प्रबन्ध निदेशक के निजी सचिव/निदेशक(एम.सी.पी.) के निजी सहायक/निदेशक (वित्त) के निजी सचिव/निदेशक (कार्मिक) के वरिष्ठ सहायक प्रबंधक, के.भ.नि., निगमित कार्यालय, नई दिल्ली।

**SPECIAL VOLUNTARY RETIREMENT SCHEME FOR GROUP-D EMPLOYEES OF CENTRAL WAREHOUSING CORPORATION (SVRS- 2013)**

**I. Title, Commencement, Jurisdiction, Duration :**

- 1) This Scheme shall be called Special Voluntary Retirement Scheme – 2013 (SVRS-2013) of Central Warehousing Corporation (CWC)
- 2) The Scheme will be in operation for a period of three months w.e.f. **30.08.2013 to 29.11.2013.**
- 3) CWC will have the right to accept the requests for Voluntary Retirement on “First-come First-served” basis. Further, CWC will have the right to refuse Voluntary Retirement to any employee/group of employees at the discretion of the Management.

**II. Objective :**

The objective of SVRS-2013 is :

- 1) To achieve optimum man-power utilisation.
- 2) To reduce the staff strength in Group ‘D’ cadre.

**Note :** The total staff-strength in CWC will get reduced to the extent of the number of employees, who opt for and are allowed Voluntary Retirement under this scheme. There will be no recruitment against vacancies arising due to SVRS-2013 and equivalent entry level posts would automatically stand abolished.

**III. Scope :**

The Scheme shall apply to all regular employees of Gr. ‘D’ cadre, who have completed 10 years of service or attained the age of 40 years on the date of introduction of Scheme.

**Note :** The existing provisions of Superannuation and retirement of the employees under Regulation 21(ii) of the Central Warehousing Corporation (Staff) Regulations, 1986 will continue unaltered.

**IV Eligibility :**

Any employee of Group ‘D’ of the Corporation, who have completed 10 years of service or attained the age of 40 years on the date of introduction of Scheme, may seek Voluntary Retirement under the Scheme by giving a Written Request in the prescribed format to the Competent Authority within the prescribed time limit.

Note : In respect of deputationists, who were absorbed in CWC, the period of service rendered on deputation, if any, shall not be treated as part of service for the purpose of this Scheme.

V) **Notice Period :**

The employee opting for SVRS-2013 will be required to tender three months notice. The Notice period will be reckoned from the date of receipt of request/application in CWC in the prescribed form. If the employee intends to retire before the expiry of three months Notice Period, he/she would be required to forego the salary for the period falling short of the Notice Period of three months. In case, CWC decides to retire any employee before the expiry of three months Notice Period, the employee will be entitled to salary for the period falling short of the Notice Period. Salary for this purpose shall consist of Basic Pay and DA, as applicable on the date of relief.

VI. **Entitlement/Benefits under the Scheme :**

All employees, whose offer for Voluntary Retirement under this Scheme is accepted, will be entitled to the following benefits:

The Ex-gratia payment equivalent to 60 days salary for each completed year of service in the Corporation or the salary for the left out period of service, whichever is less. Salary for the purpose of SVRS-2013 shall consist of Basic Pay plus DA as on the date of relief and no other element.

Note :

- i. Completed year of service shall be computed by considering the service exceeding six months as full year and ignoring service rendered for or less than six months. For example, period of service of 25 years six months and 15 days shall be taken as 26 years and service of 24 years six months shall be taken as 24 years.
- ii. The Ex-gratia amount payable as at (i) above shall be worked out taking into account the service rendered by the employee including three months Notice Period. In no case, amount payable shall exceed the salary for the period of left over service.
- iii. The balance in his Provident Fund Account will be payable as per "Central Warehousing Corporation Provident Fund Regulations, 1962."
- iv. Cash equivalent to accumulated Earned Leave will be payable as per Rules of the Corporation.

- v. Gratuity will be payable under the Provisions of "The Payment of Gratuity Act, 1972" as applicable to the employees of the Corporation.
- vi. TA as admissible will be payable under the rules of the Corporation to an employee for Home Town or any other place in India, where he/she intends to permanently settle down after retirement.
- vii. The memento worth Rs.3000/- will also be presented on the date of Retirement as per Rules in vogue.
- viii. The Medical Reimbursement Facility, as admissible to the employees of the Corporation on superannuation, will be available to the optees of SVRS-2013.
- ix. Apart from the amount to be determined as stated above, benefits, which will accrue to them under any revision of wages/pay structure would also be admissible only for the service period rendered in CWC upto the date of actual relief from the services of the Corporation.
- x. The benefits of Pension will be available to the persons who have already become members of the Pension Scheme and are eligible for payment of Pension as per the CWC Pension Scheme.

VII. **Income Tax Exemption :**

This will be as per the Provision of the Income Tax Act, 1961.

VIII. **Competent Authority:**

1. The Competent Authorities for the purposes of this Scheme will be as under :

S. N.	Competent Authority	Group D
1.	Asstt. General Manager(Pers.)*	Corporate Office
2.	Regional Manager *	Regional Office

\* As per Staff Regulations;

2. The Authorities mentioned above will be competent to accept or reject the application for Voluntary Retirement under this Scheme.

IX. **Procedure :**

1. An eligible employee may submit an application for Voluntary Retirement under the Scheme to the Competent Authority through Proper Channel, in the prescribed format enclosed.

2. The Voluntary Retirement of the employees under this Scheme will be subject to vigilance clearance.
3. An employee may be permitted to withdraw his application for Voluntary Retirement before the Management notifies in writing to him about the decision to accept his request for Voluntary Retirement.
4. In the event of death of employee during the Notice Period, he/she would be entitled only to the benefits, which are admissible in the event of death while in service and not under the SVRS-2013.
5. The Competent Authority, within a period of three months from the date of receipt of said application, shall take a decision to accept or reject the said application and shall communicate the decision to the official concerned.
6. The employee, who avails SVRS-2013 from CWC, shall not be allowed to take up employment in other PSUs/Govt. Bodies. If he/she desires to do so, he/she shall have to return the SVRS-2013 compensation received by him/her to CWC.

X

**Interpretation :**

If any doubt or difficulty arises in interpreting the provisions of the Scheme, or in giving effect to them, or if any lacuna, inconsistency or anomaly is observed in their application, it shall be open to the Managing Director to issue General instructions or clarifications for the purpose of removing such doubt, difficulty, lacuna, inconsistency or anomaly and his decision shall be final and binding on all concerned.



8B Amount of Festival/LTC/any other Advances outstanding as on the date of application. -----

- I hereby request that the balance amount of Advances payable by me to CWC towards HBA/Conveyance/ Festival/LTC/House Hold Advances and any other dues outstanding against me, may be recovered from the amount due to me as Retirement Benefits from CWC. If any amount is left outstanding even after such recoveries, I agree to pay the same in cash/by DD immediately.
- I also undertake to refund the amount of compensation received on account of SVRS-2013 from CWC in case I take up employment in any other PSU/Govt. Sector.

**Signature of Employee**

**Place** -----

**Date** -----

**COUNTERSIGNED BY**

( )

Name -----

Designation-----

Office-----

**\*\* To be countersigned by immediate Controlling Officer.**