



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



CWC/XIII-13/CVO's Office/2012/AV /1123

5990

Date:- 14/08/2012

To,
The Regional Managers,
Central Warehousing Corporation
Regional Office

Sub:- Official correspondences with Corporate Office reg.

Sir,


It is seen that letters received from Regional Offices are being signed by officers other than the Regional Manager. These officers apparently sign the letters on behalf of the Regional Manager.

When a report is being sought by the Vigilance Division from the Regional Manager or when Regional Manager send a report to Vigilance Division it is necessary that Regional Manager should go through the content of letter and after being satisfied sign the letter personally.

It is advised that henceforth all Regional Managers, while sending letters to Vigilance Division should sign the letters personally.

This may be noted for strict compliance.

Yours Sincerely,


14/08/12
(Sanjay Kumar Rakesh)
Chief Vigilance Officer

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.
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