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Azadi Ka
Amrit Mahotsav



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



CWC CO-PDOESTT/1226/2020-PERS

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CIRCULAR

While forwarding the application for Voluntary retirement/ Resignation/ SVRS, etc. of an employee from service of Corporation, the requests are being forwarded by Regional Offices along-with its comments, NDC etc. for taking decision on the request of the official at Corporate Office level.

Instances has come to notice wherein Regional Offices have failed to inform about the ongoing investigation/enquiry against the official while forwarding such requests leading to its acceptance & relieving of official, thus, later facing difficulties in fixing of responsibilities.

Apropos, to deal with such crucial matters with due care and attention, the need has been felt to streamline processing of such requests, so that such incident doesn't occur in future. Therefore, following SoP may be invariably adhered to while forwarding Voluntary retirement/ Resignation/ SVRS, etc.: -

| SN | Activities | Processing Division/section |
|-----------|---|--|
| 1 | Forwarding of Voluntary retirement/ Resignation/SVRS, etc. request of Individual by WHM/Reporting Officer with recommendation. | WHM/ Reporting Officer |
| 2 | Obtaining NOC/status from concerned sections regarding non-pendency of enquiry/investigation against the official or any other crucial information related with the official, thereafter forwarding of requests to CO with explicit recommendation of Regional Manager for acceptance/non-acceptance of requests in terms of CWC (Staff) Regulation,1986 with all relevant enclosure. | RO |
| 3 | NOC from Inspection/Technical Division regarding pending/contemplated enquiry/ investigation against such officials. | Technical / Inspection Division, CO |
| 4 | Vigilance Status | Vigilance Division, CO |
| 5 | Processing of request and communicating the outcome | Personnel Division, CO |

**Anil Manik Rao
GGM(Personnel)**

Distribution:

1. All HoDs, CWC, CO, New Delhi.
2. All Regional Managers, CWC, Regional Offices.

Copy to:

1. PS to MD/ PS to Dir. (M&CP)/PA to Dir. (Fin.)/ PPS to Dir. (Pers.), CWC, CO, New Delhi.
2. GM (MIS), CWC, CO, New Delhi e-Office.

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