



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A Govt. of India Undertaking)  
जन-जन के लिए भण्डारण/Warehousing for Everyone



**No. CWC/Estt/HRMS Online/2020-21**

**Dated: 13.05.2020**

All HODs/RMs/WHMs  
Central Warehousing Corporation  
Regional Office/Corporate Office

**Subject:- Regularisation of Absence from duty for the period 16 Apr to 15 May 2020**

In continuation to this office circular **No. CWC/Estt/HRMS Online/2020-21 dated 15.04.2020 (copy enclosed)**, guidelines for regularisation of absence from duty for the period of 16 Apr-15 May 2020 in view of COVID-19 lockdown are given as under:-

1. All officials are required to regularize their absence from duty for the period of 16 April-15 to May 2020 latest by 17th may 2020 by getting leave/work from home approved by the competent authority.
2. All HODs may, if so desire, obtain a "day wise list of the work" done by subordinates for whom "Work from Home", is being approved. It is also advised that before regularizing the leave, "station leave permission", if any, also gets regularized based on merit.
3. **Action taken report in this respect may be forwarded to Personnel Division by 18 May 2020.**
4. All other provisions and aspects mentioned in the circular dated 15.04.2020 remain unchanged and to be adhered to whilst regularizing the absence.
5. This issues with the approval of the competent authority.

Digitally signed  
by PAWAN  
KUMAR

**(Pawan Kumar)**  
**Deputy General Manager (Pers.)**

**Distribution:**

- |                                 |   |
|---------------------------------|---|
| 1. All HsOD, CWC, CO, New Delhi | } with request to circulate contents of the circular to all employees |
| 2. All RMs                      |   |

**Copy to:**

1. PPS to MD/PS to Dir (Pers)/SAM to Director (Fin.), CWC, CO, New Delhi
2. GGM (Sys),CWC, CO New Delhi - with the request to upload the circular on CWC website





  
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जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/Estt/HRMS Online/2020-21

Dated: 15<sup>th</sup> April, 2020

Circular

**Subject:- Regularisation of Lockdown...regarding**

Reference: (i) CO Circular No. CWC/VII-19/Admin dated 24.03.2020

(ii) Guidelines Issued by Min of Home Affairs dated 15.04.2020 and 12.04.2020

1. Attention is drawn to this office circular **No. CWC/VII-19/Admin dated 24.03.2020** (copy enclosed). Following was advised vide circular ibid and all HsOD/RMs/WHMs were requested to take appropriate action:-

(a) All employees will work from home, except those who feel that their presence is absolutely required in CWs/ROs/CO, to ensure that larger national interest and interest of CWC towards maintaining essential services is not hampered.

(b) Appropriate action shall be taken to avoid any delay in disbursement of salaries, payments and other essential dues.

(c) Available IT services should be utilized to avoid dislocation of any important works which otherwise will jeopardize the interest of CWC.

(d) All warehouses, engaged in receipt and dispatch, essential goods, like, food, pharmaceuticals, medical equipment and e-commerce (for food items and essential goods only), cold storage, will operate with minimum required manpower. PDS works and emergent food-grain H&T should not be affected. Preservation of stored food grains and safety of the stock in warehouses, shall be ensured at all times. Adequate security staff shall be deployed at all Central Warehouses, ROs, CO and any other establishments of CWC.

2. The lockdown has further extended till 03 May 2020 by the Govt of India vide MHA order dated 15 Apr 2020. As such, to facilitate generation of salary for the employees of the Corporation for the Month of Apr 2020 it is required to regularise the period from 25 Mar 2020 to 15 Apr 2020 since the salary cycle is from 16 Mar to 15 Apr 2020.

*[Handwritten Signature]*  
15/04/2020





  
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3. Accordingly, the competent authority has directed to regularise the period of lockdown from 25 Mar - 15 Apr 2020 as 'work from home' wherever applicable. Employees may accordingly apply for 'work from home' through HRMS, wherever required. A new leave type 'work from home' has been incorporated into HRMS system thereby allowing officials to apply for 'work from home' during lockdown period. The process for applying leave with leave type 'work from home' will be same as other leave types which is shown below:

**Login into HRMS → Leave → Apply Leave → Select leave type as "Work from Home" → Select from and to date → Mention proper reason for leave → click on submit button**

4. Further, following aspects shall be considered before applying/approving 'work from home':-

(a) If an employee had already applied for leave during 25 Mar -15 Apr 2020 with any other leave type, they will not be allowed to change the leave type as 'work from home' or to cancel the leave applied earlier.

(b) The leave shall be applied/approved only for the period 25 Mar - 15 Apr 2020 and not for future dates as it may lead to improper accounting of leave records thereby causing unwarranted delays in leave audit of such employees.

(c) In case any employee has left his/her place of duty/duty station without prior approval of the competent authority/leave approver through any available mode of communication, then the competent authority/leave approver may exercise his/her discretion to allow/disallow their absence from place of duty and approving/disapproving 'work from home' accordingly. Their absence from place of duty may be dealt accordingly as per provisions of Staff Regulation 1986. **HsOD/RMs/WHMs may regularise the absence of their subordinates accordingly.**

5. It is reiterated that the 'work from home' is to be considered only for the period from 25 Mar 2020 to 15 Apr 2020. However, the period required to be regularised may be as per the lockdown imposed by various State/UT Govts in case lockdown would have been imposed prior to 25 Mar 2020 in such States/UTs.

*[Handwritten signature]*  
15/04/2020



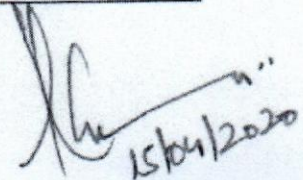


  
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6. This issues with the approval of the competent authority.

  
 (Pawan Kumar)  
 DGM (Pers.)

**Encl** As above

**Distribution**

- |   |   |  |
|---|---|--|
| <ol style="list-style-type: none"> <li>1. All HoDs, CWC, CO, New Delhi</li> <li>2. All RMs</li> </ol> | } | with the request to circulate<br>the contents of circular for the<br>benefit of all the employees. |
|---|---|--|

**Copy**

1. Sr. PA to Chairman/PPS to Managing Director/ PS to Director (M&CP)/ SAM to Director (Fin.), CWC, CO, New Delhi
2. GGM (MIS),CO, with request to upload on the CWC website.