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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



No. CWC CO-PD0ESTT/190/2020-PERS

Dated: 10.06.2023

CIRCULAR

In order to streamline the process of Earned leave encashment and in supersession of Office order No. CWC/I-Leave/28/Rectt. dated 10/14.09.2010, the following guidelines has been finalised for payment of EL encashment with the approval of Competent Authority: -

S. No.	Earned Leave Encashment	Action
1	Application received on or before 15 th of the respective month	Payment shall be made along with monthly salary of respective month.
2	Application received after 15 th of the respective month	Payment shall be made along with next month salary
3	Calculation of leave encashment	As per Basic Pay and Dearness Allowance (DA) at the time of payment of leave encashment.

NOTE: It may be ensured that the action for payment of leave encashment shall be taken within one week of its sanction.

(Anil Manik Rao)
Group General Manager (Pers)

Distribution:

1. All Divisional Heads, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices.
3. All Manager(A/cs), CWC, Regional Offices.

Copy to:-

1. Supdt.(MIS), CWC, CO, New Delhi-with the request to arrange uploading the circular on CWC website as well as in e-office.
2. PS to MD/ PA to Dir.(Fin)/ PPS to Dir(Pers), CWC, CO, New Delhi.