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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-PDOPLCY/19/2023-PERSONNEL

Dated 15.12.2023

CIRCULAR

Sub: Internal Time Limits of Services To Employees By Human Resource Department

1. INTRODUCTION:

Human Resource of any organization is the key to its efficient functioning and is most valuable asset of the organization. The Personnel department of Central Warehousing strives to take care of this precious asset and is mainly involved in the Human Resource Development and manpower management of the Corporation.

2. PURPOSE:

- (i) To develop a Human Resource System and organizational capability to Attract, Develop, Motivate, Organize and Retain the right talent.
- (ii) Providing a dynamic framework of personnel policies and procedures for the effective utilization of Human Resources.
- (iii) Building capacity of human resources for efficient delivery of services to organization's stakeholders.

3. LIST OF STAKE HOLDERS:

- (i) All Regions/Units of the Corporation.
- (ii) All Departments/Divisions at Corporate Office.
- (iii) All Employees including on Deputation from other organization to Central Warehousing Corporation.

4. INDICATIVE EXPECTATIONS FROM SERVIC RECIPIENTS/STAKE HOLDERS:

- (i) Applications are to be submitted in the formats prescribed under the relevant Rule/Policy, if any.
- (ii) Relevant documents/enclosures if any, are to be submitted along with the application.
- (iii) Time lines stipulated, if any for completion of formalities for the service delivery are to be adhered to.
- (iv) Cross-checking for information/latest position in the matter with concerned officials before raising a query/grievance.

5. **SERVICE STANDARDS:**

Sl. No.	Name of the Services	Service/ Performance Standards in days
1.	Terminal/ Retirement dues	Sanction Order shall be issued on or before the date of retirement
2.	Acceptance of resignation/VRS	30
3.	No objection Certificate (NOC) for Passport/Foreign Visit (Ex-India)/ Higher Education	15
6.	Forwarding of application for outside employment	15
7.	Forwarding of application on deputation of employees	15
8.	Confirmation (Probation closure) of employees after receipt of D&AR status, vigilance status & Police verification and other relevant documents.	15
9.	Pay fixation after receipt of FR option from the employee or after expiry of 30 days period from the date of order (excluding financial concurrence)	10
10.	Sanction order of Leave Encashment	15

Note:

- a. The Service/Performance Standards are in clear working days.
- b. The working days shall be counted from the date of receipt of complete application in Personnel Division.
6. The Service Recipients (employees) shall submit their application in HRMS or forward through e-office as the case may be. The application completed in all respect along with relevant documents received from the individual should be forwarded by the concerned Authority immediately (not exceeding 3 days) to Personnel Department.
7. Details of the Nodal Officer for the implementation of aforesaid timeline in Corporate Office is as under: -

Name : Shri Vivekanand Mishra, DGM(IR)
Mobile No. : 9560688566

(Dr. Sidharth Rath)
General Manager (Pers.)

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