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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-PD0RECT/842/2021-PERSONNEL

Dated: 11.04.2023

## **CIRCULAR**

### **Sub: Non-relieving of the officials on transfer —reg.**

The transfer orders are being issued in Corporation to comply with CVC guidelines, to meet administrative requirements & individual request as per Transfer Policy of Corporation. While issuing order, the stipulated timeline for relieving is also mentioned so as to ensure smooth handing over/taking over of charges and relieving of officials by due dates. However, various instances of non-relieving of transferred officials within the stipulated timeline has come to our notice, which affects the transfer chain and also defeats the purpose of transfer. The same has been viewed seriously by the Competent Authority & thus it has been decided to implement transfer order scrupulously by following below stated steps:

1. The officials would be relieved/deemed relieved by the HOD/RM/WHM as the case may be, by ensuring proper Handing Over/Taking Over being carried out well in advance. If the official is not relieved on the specified date as mentioned in the transfer order, then he/she would be deemed relieved by the Estt. Section, Corporate Office and his/her HRMS profile would be updated as per the new place of posting and salary & absence would be regularized accordingly.
2. The leave approver mapping in such cases would be defined as: -
  - a. If warehouse name/section/RO is specified in the order- Reporting Officer (WHM / Sectional Head/ RM/HoD).
  - b. If section/warehouse is not specified in the order- Reporting Officer (Regional Manager/HoD).

The leave approver mapping and HRMS profile would be updated in the HRMS system by the respective Estt. Section i.e. of CO or RO.

3. As per clause 6.6 of Transfer Policy, the individual shall move within a period of 30 days or as specified in the transfer order, whichever is earlier. Accordingly, RM/HoD/WHM concerned shall relieve/stand relieve the employee after 30 days of issue of transfer order, by ensuring proper Handing Over/Taking Over carried out well in advance. If the official is not relieved by RM/HoD/WHM, then he/she would be stand relieved by the Estt. Section, Corporate Office and his/her HRMS profile



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would be updated as per the new place of posting and salary & absence would be regularized accordingly.

4. In case retention of an individual becomes absolutely necessary for administrative and operational reasons due to exigencies/ expediency of service, written permission of the respective Competent Authority shall be obtained within 7 days of the transfer order by concerned RM/HoDs. (Refer 6.6 of Transfer Policy issued on 08.10.2022).
5. LPC would not be required for inter region transfer of employees.

  
Digitally signed  
by ANIL MANIK  
RAO  
Date: 2023.04.11  
09:49:12 +05'30'

**(Anil Manik Rao)**

Group General Manager (Personnel)

**Distribution:**

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

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