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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/B&C/DOP /2023-24

Dated: 15.12.2023

CIRCULAR No. 06/2023

Ref: (i) Circular No. CWC/CO-FD0PAY/03/2021-FINANCE dated 26.04.2021

The Competent Authority has amended the delegation of powers regarding sanction of leaves.

EXISTING DOP

**Section VII: Delegation of Powers Related to Personnel & Administration
at Corporate Office Personnel Powers**

A. Personnel Matters

S.No.	Subject matters	DIR	GM	DGM	AGM	Mg r.	Remarks
23. i)	Sanction of CL/RH, subject to leave rules for employees working under them	-	-	-	Full powers		
23. ii)	Other types of leave (except study leave and leave not due)	Full powers in respect of all Group A Officers except Regional Managers, Managers & SAM (\$) Director (MCP) is having full power to sanction all kind of leave i.r.o Regional Managers	Full powers in respect of Manager, SAM & all Group B officers	Full powers in respect of all Group C & D employees			On recommendation of concerned HOD. Orders to be issued by P&A Deptt
38.	Grant of study leave without pay and allowances	Full powers to concerned Director upto a					On recommendation

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for studies as per rules.	maximum period of 3 years					of concerned Director.
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The modifications made in the existing DoP with the approval of Aompetent Authority is as under :

REVISED DOP

Section VII: Delegation of Powers Related to Personnel & Administration at Corporate Office Personnel Powers

A. Personnel Matters

S.No.	Subject matters	DIR	GGM/ GM	DGM	AGM	Mgr.	Remarks
23. i)	Sanction of CL/RH, subject to leave rules for employees working under them		Controlling officer not below E-1.				
23. ii)	Power to grant all type of leave, excluding Disability leave (Leave on Injury on duty), Study leave, Extraordinary leave and Ex-India leave to employees.	Full powers in respect of all employees.	1) Head of Division at CO (GGM/GM /DGM)- all employees of CO working under their control. 2) Controlling officer not below E-1- Upto 7 days.				
23. iii)	Power to grant Extra-ordinary leave:	For all employees Upto E-6					New DoP
23. iv)	Power to grant Leave not Due (LND):	For all employees Upto E-6					New DoP

23. v)	Power to grant Permission for Ex-India Leave to visit Foreign country	For all employees Upto E-6		New DoP
23. vi)	Power to grant Disability leave (Leave on injury on duty) as admissible under conditions notified in prevailing leave rules	(a) E-3 to E-6- Full Powers. (b) Upto E-2- Beyond three months	Head of Division at CO(GGM/GM/DGM)- Upto E-2 –For a maximum period of three months in respect of all employees of CO working under their control.	New DoP
23 v)	Power to grant Encashment of leaves, subject to number of leaves and its confirmation by Personnel Division		Head of Personnel Division at CO(GGM/GM/ DGM)- Full Powers for employees posted in CO.	New DoP
38.	Grant of study leave without pay and allowances for studies as per rules.	For all employees Upto E-6 to a maximum period of 3 years		

Note-“Controlling Officer” means the official to whom the employee reports for all day-to-day operations.

EXISTING DOP

Section VIII: Delegation of Powers Related to Personnel & Administration at Regional Office

A. Personnel Powers

S.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	MARKS
21.	Sanction of CL/CH						Concerned Sectional Head
21.	Sanction of all other kinds of leave except study leave and leave not due.			Full powers			

The modifications made in the existing DoP with the approval of Competent Authority is as under :

REVISED DOP

Section VIII: Delegation of Powers Related To Personnel & Administration At Regional Office

B. Personnel Powers

S.NO.	SUBJECT MATTER	DIR	GGM/GM	DGM	AGM	MGR	REMARKS
21.(a)	Sanction of CL/RH/CH for employees working under them						Controlling officer not below E-1 OR an officer designated as Warehouse Manager.
21.(b)	Power to grant all type of leave, excluding Disability leave (Leave on Injury on duty), Study leave, Extraordinary leave and Ex-India leave to employees.						i. Controlling officer not below E-1 OR an officer designated as Warehouse Manager - upto 7 days. ii. Regional Head/Regional Manager-Full Powers

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21(c)	Power to grant Extra-ordinary leave:	For all employees Upto E-6	Regional Manager- Upto E-2 for a maximum period of one (01) month in respect of all employees working under the control of concerned RO.	New DoP
21(d)	Power to grant Leave not Due (LND)	For all employees Upto E-6	Regional Manager- Upto E-2 in respect of all employees working under the control of concerned RO.	New DoP
21(e)	Power to grant Permission for Ex-India Leave to visit Foreign country	For all employees Upto E-6		New DoP
21(f)	Power to grant Disability leave (Leave on injury on duty) as admissible under conditions notified in prevailing leave rules	(a) E-3 to E-6- Full Powers. (b) Upto E-2- Beyond three months	Regional Manager- Upto E-2 – For a maximum period of three months in respect of all employees working under the control of concerned RO.	New DoP
21g)	Power to grant Encashment of leaves, subject to number of leaves and its confirmation by Personnel Division		Regional Head/Regional Manager- Full Powers for employees posted in RO.	New DoP

Note-“Controlling Officer” means the official to whom the employee reports for all day-to-day operations.

Digitally signed
by JESSY JACOB
Date:
2023.12.15
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(Jessy Jacob)
Secretary

Distribution: -

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

Copy for information:

1. PS to MD /PA to Director (Fin)/PPS to Director(Pers.) CWC, CO New Delhi.