



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC-I/Estt./PF-18/13-14/ 2539

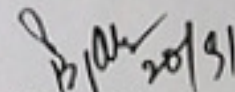
Dated: 20.09.2013

CIRCULAR

Attention is invited to this office Circular no. CRWC-1/Estt./PF/13-14 dated 10.09.2013 vide which all the Terminal Managers were requested to maintain the attendance register for the staff including outsourced/contractor and retired contractual staff besides absentee statement may also be furnished to DM(Estt.), CRWC, CO, New Delhi by the last day of each month through FAX or email so as to disburse the salary on time.

During preventive check at one of the Terminal, Vigilance Division has observed that no casual leave register maintained at the Terminal which is a serious concern.

All the Terminal Managers are requested to maintain the casual leave account register in respect of outsourced, contractual, retired contractual and regular staff and also ensure to mark the nature of leave in the attendance register. The arrival and departure time may also be specified alongwith signatures in the register. Terminal Manager should verify the attendance by making the initials. Besides, a separate file also be maintained for all the sanctioned orders issued by the Competent Authority regarding leaves so as to enable them to produce the same as and when required by the Higher authority


(P.K. Jain)
SE (E&A)

To,

All the Terminal Managers

Copy to:

1. DGM(Vig.), CWC, Co. New Delhi. – with reference his letter No.CRWC/XIII-8/PCR-Shakurbasti/2013-14/1746 dated 04.09.2013.
2. GM(F&A), GM(M&O)I & II, CRWC, CO, New Delhi – with the advise to verify the above aspect as and when they visit RWCs during official tours.
3. PS to MD