



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC-I/Admn./Pur./12-13 / 916

Dated: 11.06.2012

CIRCULAR

With the approval of Competent Authority, it has been decided to provide a briefcase/ overnight bag to all the officers working in CRWC Ltd. The entitlement for supply/ purchase of briefcase/ overnight bag shall be as under.

S. No.	Category	Price Ceiling (Rs.)
1.	GM/ DGM/ SE	5000/- + taxes
2.	AGM/ EE/ Manager/ SAM	3000/- + taxes
3.	SIO/ AM/ Supdt.	2000/- + taxes

Other terms and conditions shall be as under.

- 1) The life of the briefcase/ overnight bag would not be less than three years. However, for issuing a new briefcase after three years the old briefcase/ overnight bag need not to be returned.
- 2) Those officers who are transferred to CWC on repatriation need not deposit back the briefcase/ overnight bag. The facility shall be deemed to be carried forward and the date of issue of briefcase/ overnight bag shall be intimated to CWC.
- 3) Those officers who are retiring within a year shall not be entitled for briefcase/ overnight bag.
- 4) The officers who are entitled for briefcase/ overnight bag shall seek administrative approval from the Competent Authority for purchase of briefcase/ overnight bag with a certificate indicating the date/ /month of the issue of briefcase by CWC previously. Those have completed four years from the date of issue of briefcase by CWC only shall be entitled for purchase of briefcase/ overnight bag.

- CENTRAL DIVISION
RAILWAY BOARD
- 5) After the administrative approval, the officers concerned may purchase the briefcase/ overnight bag from the market and amount will be reimbursed as per their entitlement by this office. In case officers concerned purchase the briefcase/ overnight bag in excess of the above price ceiling the amount of the reimbursement will be restricted to the ceiling fixed above.

This policy is applicable with immediate effect.


(P. K. Jain)
Superintending Engineer

Distribution -

- 1) All Divisional Heads at Corporate Office. [✓] AGM (J&A)
- 2) All Terminal Managers of RWC.
- 3) The Executive Engineer, RWC, Agra and Mysore.
- } With the request to bring the contents of the circular to the notice of all employee working under them.