



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/Trng/Calendar/2018-2019

Dated: 02.05.18

The Regional Manager
Central Warehousing Corporation
Regional Office

CALENDAR OF TRAINING PROGRAMMES FOR THE FINANCIAL YEAR 2018-2019

Sir / Madam,

The training programmes for the financial year 2018-2019 to be conducted at Corporate Office/IGMRI Hapur have been devised and the training calendar is enclosed (five copies) for perusal and ready reference.

As you are aware that CWC has taken over the Management of Training Activities at IGMRI, Hapur and in-house trainings are being conducted there. Also, Corporate Office will be organizing 2-3 training programmes every month on a regular basis. In order to conduct the training programmes efficiently and steadily, the nominations of the targeted officials for each allied training programme have to be self-generated at your end and subsequently forwarded to Corporate Office two months in advance in ISO document no. F/PERS/TRNG/01. The nominated participants will be invited a month in advance for the training course.

As per ISO procedure, record management of trainings is mandatory as per format no. F/PERS/TRNG/03. Therefore, the Training Incharge at RO should be advised to maintain complete training record of each employee working in their region. The calendar of training programmes 2018-2019 will also be available on CWC's website: www.cewacor.nic.in.

Yours faithfully,


02-05-18

(ARVIND CHAUDHRI)

GROUP GENERAL MANAGER (PERSONNEL)

Encl: As above.

1. SPA to Chairman, PPS to Managing Director, PS to Director (M & CP), AM to Director (Fin.), PS to CVO, CWC, CO, New Delhi {along with five copies of the calendar}.
2. All HoDs, CWC, CO, New Delhi {along with five copies of the calendar for favour of similar action as requested above}.
3. The Executive Engineer, CWC, Construction Cell {along with a copy of calendar}
4. All Managers/Warehouse Managers, CFS/ICD/CW {along with a copy of calendar}