



**CENTRAL WAREHOUSING CORPORATION**  
**(A GOVT. OF INDIA UNDERTAKING)**

4/1, Siri Institutional Area, August Kranti Marg,  
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No. CWC/I-General Work Culture/Admn

Dated: 10<sup>th</sup> June, 2014

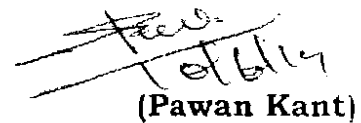
**CIRCULAR**

In accordance with the direction of Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution letter No. 6-19/2014-SG dated 06.06.2014 regarding follow up actions consequent to the address of the Hon'ble Prime Minister of India to Secretaries of the Govt. of India, I am directed to convey the under mentioned guidelines on improvement in the office ambience and its functioning.

The Head of the Divisions at Corporate Office, Regional Managers at Regional Offices, Construction Cell heads at Construction Cells and Warehouse Managers at warehouses shall conduct inspection of area/premises under their functional control and ensure timely disposal of files, references, general up-keep, weeding out, cleanliness of office premises for bringing out improvement in the office/premises ambience and its functioning.

It is needless to say that strict compliance of above directions is to be ensured by all concerned as mentioned above on regular basis.

It is requested to kindly acknowledge the receipt of the Circular.

  
(Pawan Kant)

**General Manager (Personnel)**

**Copy to:**

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, ROs - with further instructions to issue similar direction to the Warehouse Managers.
3. All Construction Cell Heads, CWC, CCs- with the advice to issue similar direction to their Field Units.
4. PPS to Chairman/PPS to MD/PA to Director (MCP)/PS to Director (Fin)/SAM to Director (Pers), CWC, CO, New Delhi