



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/Pers/Admn/Upgradation of WH

Dated: 31.07.2018


CIRCULAR

The warehouses are the frontline office of Central Warehousing Corporation which gives the first image to its clients, visitors and employees. As such, by all means the warehouses should be in a very presentable condition. The internal and external customers both in the present scenario are also attracted and impressed by the kind of infrastructure including overall ambience. The warehouses should, therefore, be in a very good condition including office block. The following measures should be undertaken for face lifting of the business units i.e. warehouses of the Corporation, should be got attended by the Regional Manager for necessary action.

- i) The face lifting from entry gate of the warehouse to the office may be done. The gate should be in proper working condition duly painted and having a sign board displayed at proper place for the name and address of the warehouse.
- ii) A sentry box/sentry room should be provided near the gate for effective security control.
- iii) The office block at the warehouse should have one room for Warehouse Manager with adequate space for accommodating business visitors at the Warehouse. Otherwise, a separate visitor's room can also be constructed.
- iv) A bigger hall be provided for accommodating other supporting staff of the warehouse with the modular work stations.
- v) A record room should be provided with compactors for keeping the files and records separately to avoid shabby looks.
- vi) A PC with internet facility should also be provided at the Warehouse.
- vii) The power back up in the form of inverter should be arranged/provided at the warehouse.
- viii) The sitting arrangement at the warehouse should be in the form of modular furniture.
- ix) Provision of quality drinking water be made.
- x) The toilet facility for ladies, gents and for visitors.
- xi) The office block should have flooring of vitrified tiles.
- xii) A store room for chemicals should be provided and the provision of laboratory may also be made.

- xiii) Proper arrangement for illumination alongwith boundary wall for effective security may also be made at the warehouse.
- xiv) Installation of CCTV cameras at strategic locations in the warehouse premises.
- xv) The vacant space to be utilized for tree plantation.
- xvi) Two work station (space) for Civil Engineers/Electrical Engineers who visit warehouse during repair & maintenance/capital works.

The above provisions are indicative. Such other provisions which are necessary in running a business unit in a professional and aesthetical manner should also be considered by the Regional Manager(s), as we have to sustain in a highly competitive world. All the Regional Manager(s) are given the budgetary powers alongwith the DoP but in case they feel that additional sanction is required, they can ask for the same. It is the responsibility to spend the money for such work in the most economic manner in consultation with Finance and Engineering Departments. The necessary records shall be created at RO and Warehouse level indicating the location of the dead stocks. In the annual accounts, the depreciation will be made as per the prevailing rates in consultation with Finance Department.


31-07-18

(Arvind Chaudhri)
Group General Manager (Pers)

To,

All Regional Managers
Central Warehousing Corporation
Regional Office,

Copy to:

1. All HoDs, CWC, CO, New Delhi – for information.
2. PPS to MD/Chairman/PS to Dir (MCP)/PS to Dir (Fin) – for information please.