



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/I-Misc. Circular/Estt | 74D

Dated: 30.11.2018

**CIRCULAR**

It is informed that a communication has been issued by the Vigilance Division vide Circular dated 04.06.2014 (copy enclosed), in which the list of sensitive posts in CWC had been identified. As per the circular, the officials have to be rotated from time to time from the sensitive seats. Off late, we have received OM NO. 18/Misc/02-39 dated 23.08.2018 (copy enclosed) vide which it is once again reiterated that the rotational transfers of the officers continuing beyond 03 years may be strictly carried out from the sensitive seats/posts. As per procedure, all the officials upto Group-B can be transferred by the Regional Manager within the region and, therefore, they should ensure that the guidelines issued from time to time shall strictly be adhered to. In the case of exigency or any other reason due to which the rotation is not possible immediately, in such cases Regional Manager/HoD shall give adequate justification for continuing them, however in no case these officials shall be allowed to continue on the same sensitive post after 31.03.2019.

*Arvind Chaudhri*  
30-XI-18

**(Arvind Chaudhri)**  
**Group General Manager (Pers)**

Encl. As above

**Distribution:**

1. All HoDs, CWC, CO, New Delhi
2. All Regional Manager, CWC, RO

**Copy to:**

1. PPS to MD/PS to Dir (MCP)/SAM to Dir (Fin)/ PA to CVO – for information please.
2. GM (MIS), CWC, CO, New Delhi – for arranging to upload on CWC website.



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सत्यमेव जयते



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-1  
Satarkta Bhawan, G.P.O. Compl  
Block A, INA, New Delhi-11002

सं./No. 18/misc/02-39

दिनांक / Dated. 23-08-20

212019/JS(PD)

*[Handwritten signature]*

OFFICE MEMORANDUM

Sub: Rotation of officers working in sensitive posts - regarding.

Ref: CVC's circular No. 03/09/13 dated 11-9-2013 (copy enclosed).

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In reiteration of the instructions issued vide circular referred above and other related circulars issued, the Commission vide letter No. 18/Misc/02/378043 dated 1-5-2018 had issued an OM advising all Public Sector Banks, and vide letter No. 18/Misc/02/378044 dated 1-5-2018 advising all Public Sector Insurance Companies to effect rotational transfers in respect of those officers in sensitive posts who are continuing beyond 3 years and also to report compliance within 3 months.

2. Analysis of frauds that have taken place in Public Sector Banks as well as other organizations show that one of the reasons for such frauds was non-implementation of the rotational policy.

3. It is once again reiterated that rotational transfers of officers continuing beyond 3 years may be strictly carried out from the sensitive seats/posts. It is clarified that the Commission's advice is for change from the sensitive seat/post, and not necessarily from the station, which is to be governed by the policy of the respective organizations.

4. Heads/CVOs of all departments/organizations are requested to strictly ensure that the rotational policy is implemented in their respective organizations. CVOs may report on the compliance in this regard in their quarterly reports.

Contd.2/-

*[Handwritten notes on the left margin]*  
212019/JS(PD)  
20/8/18  
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5. This issues with the approval of the Commission.

To,

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/PSBs/Organizations.
3. All CVOs of Ministries/Departments/CPSUs/PSBs/Organizations.

*P. Daniel*  
(P. Daniel)  
Addl. Secretary



CIRCULAR

The list of sensitive posts circulated vide office circular of even No. 2015 dt. 20.12.2001 has further been reviewed and a revised list of sensitive posts in supersession to circular dt. 20.12.2001 is given below to ensure rotation of staff in such posts every three years.

2.

REVISED LIST OF SENSITIVE POSTS

S.No	Area	Sensitive posts
I	<b>CORPORATE OFFICE</b> Co-ordination & control of activities of Commercial, Technical/ Personnel Division etc.	General Managers of concerned Divisions
	<b>Personnel Division</b> Incharge of Personnel Division	GM (Pers) / DGM (Pers)
	Posting/Settlement/Leave Encashment/Advances	SAM/Manager/AGM (Head of Establishment Section)
II	<b>Commercial Division</b>	
	Work related to Domestic/Custom Bonded Business, Storage of foodgrains, Storage/transit losses, disposal of time barred bonds etc.	GM / DGM (Commercial)
	H&T Section	SAM/Managaer/AGM (Head of H&T Section)
	Hiring / de-hiring of godown	GM/DGM/AGM to exercise DGM power (Regional Managers fully empowered as per circular No. CWC/XVI-2/DOP/Genl./Rectt dated 1.1.2013)
	ICD/CFS, Custom Bond B.D., W.O. Cells	SAM/Manager/AGM (Head of Custom Bond and Costing Cell)
III	<b>Project Division</b>	GM / DGM (Project) AGM / Manager (Project)
IV	<b>Incharge of B&amp;C and Corporation Division</b>	Secretary
V	<b>Incharge of Inspection and Publicity etc.</b>	GM / DGM
VI	<b>Purchase Division</b>	GM / DGM (Purchase)
	Purchase Section	Manager / EE / SAM (Pur.)
VII	<b>Engineering Division</b>	
	Incharge of Engineering Division	CE / Head of Engineering Division
	Processing Modification and Award of Contracts, Construction etc.	SEs/EEs
VIII	<b>Finance Division</b>	
	Incharge of Finance Division	Two GMs (Finance)
	Fixation of tariff, Scrutiny of H&T Tenders, Works Tenders, Store Contracts, Investment of Funds/Surplus Funds etc.	SAM (A/Cs)/Manager/AGM/ DGM/GM (A/Cs)
	Processing of 3 <sup>rd</sup> party bills	SAM(A/Cs)/Manager (A/C/s)/AGM (A/cs) (Head of concerned Section in Finance Division)

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IX	Vigilance Division	DGM / AGM/Managers/ EE and SAMs
IX	Regional Offices	
	Incharge of RO	Regional Manager
	Transfer/posting	AM/SAM/Manager (Head of Estt. Section)
	Purchase of stationery / Printing, Processing of tender and Award of contract	AM/SAM/Manager/AGM (Head of Pur. Section) AM (A/Cs) for processing of H&T Bills 3 <sup>rd</sup> Party payment and fixation of tariff
X	Warehouse / Field Units	
	CFS/ICD/Bonded Warehouse	Incharge of the Unit/ Shed / godown Incharge
	General Warehouse / Base Depot	Incharge of the warehouse / Shed / godown Incharge
	Management warehouse	Incharge of the Unit
XI	Construction Cell	
	Processing of tender documents & award of Contract, Site Incharges	EE/SE (Head of CC)
	Processing of Payment against Construction / repair maintenance	Accountant /AM (A/cs)/SAM (A/cs) (Incharge of Finance Section, Works Tender Purchase Tenders and 3 <sup>rd</sup> party claims)

3. The posts other than as mentioned in Para 2(Revised List of Sensitive Posts) are to be treated as Non-sensitive and rotation of staff in such posts will be every five years.

4. This is brought to the notice of all concerned for information and necessary action.

This has approval of the Managing Director.

  
 (S.C. Gupta)  
 Dy. General Manager

1. All Head of Divisions, CWC, CO, New Delhi.
2. All RMs/SE & EEs of CC Incharge

**Copy to:**

1. PPS to Chairman/MD, PS to Director (Pers.), PA to Director (MCP), PS to Director (Finance), PS to CVO, CWC, CO, New Delhi.
2. GM (MIS), CWC, CO, New Delhi - with the request to upload the contents on the website of CWC.

  
 5/6/2014  
 Inptd (ans)