



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



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

CWC/VII-19/Admin.

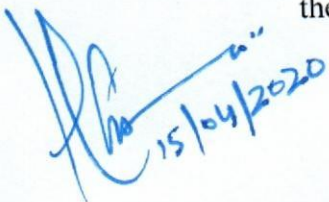
Date: 15.04.2020

Circular

**Sub: Preventive Measures to be Taken to Contain the Spread of COVID-19:
Functioning of CWC Offices from 20 Apr 2020.**

Ref: (i) Circular No. CWC/VII-19/Admin/ & Addendums dated 20.03.2020 & 24.03.2020
(ii) Guidelines issued by Min of Home Affairs dated 24.03.2020 & 15.04.2020

1. As a precautionary measure to control the spread of Novel Coronavirus, it was instructed vide this office circular dated 20.03.2020 that the employees shall attend the office in roster and work from home when not attending the office as per the roster. Subsequently, the offices were largely closed vide the nationwide lockdown imposed from the midnight of 24th March'2020 (Refer this office circular dated 24.03.2020).
2. Subsequently, Ministry of Home Affairs (MHA) has issued guidelines for the implementation of the lockdown, vide order dated 24.03.2020 which exempted commercial establishments dealing with delivery of all essential goods including food, pharmaceuticals, medical equipment etc (**Para 4(e)**) and warehousing services (**Para 4(i)**). The Govt of India has further increased the lockdown till 3rd March'2020 vide MHA Order No.40-3/2020-DM-I(A) dated 15.04.2020. However, to mitigate the hardship to the public, select additional activities have been allowed w.e.f. 20th April'2020. Detailed consolidated revised guidelines are issued by MHA in this regard.
3. The MHA has allowed following activities w.e.f. 20.04.2020: -
 - (a) **Para 12(iv)** – Operations of Sea Ports and ICDs for cargo transport, including authorized custom clearing and forwarding agents.
 - (b) **Para 12(v)** – Operations of Land Ports for cross land border transportation of essential goods.
 - (c) **Para 12(viii)**– Movement of staff and contractual labour for operations of railways/airports/air carriers, seaports/ships/vessels, landports and ICDs is allowed on passes being issued by the local authority on the basis of authorization issued by the respective designated authority of the railways, airports, seaports, landports and ICDs.
 - (d) **Para 13(i)** - All facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores or e-Commerce companies shall be allowed to operate, ensuring strict social distancing without any restriction on their timing of opening and closing.


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- (e) **Para 14(vii) – Cold storage and warehousing services including at ports, airports, railway stations, container depots, individual units and other links in the logistics chain.**
- (f) **Para18–** Offices of Govt of India, its Autonomous/Subordinate Offices will remain open as mentioned below: -
- Food Corporation of India (FCI).
 - Other Ministries and Departments and offices under their control are to function with 100% attendance of Deputy Secretary and levels above that. Remaining officers and staff to attend upto 33% as per requirement.
4. In light of above directives of MHA, it is imperative that CO and ROs of CWC should also function to ensure unhindered continuity of essential services provided by the Corporation to the nation. In these unprecedented circumstances it is imperative for the Corporation to function in the larger national interest and for the facilitation of the citizens of the country. Apropos, the competent authority has directed that all warehouses and offices of CWC should start functioning w.e.f. 20.04.2020. The CO and ROs shall also to resume functioning to ensure that necessary coordination and facilitation to ensure continuity of essential services is provided to the field units. Accordingly, all Heads of the Department/RMs and Sectional Heads in CO/RO Offices shall attend office w.e.f.20.04.2020. Following officials shall attend office from 20.04.2020: -
- At CO and ROs - All Group- "A" officers shall attend office with 100% attendance. Remaining employee upto 33% as per roaster & requirement.**
 - At WHs and other Field Establishments–All essential staff including WM, as decided by the RM.**
5. Moreover, all of us have to ensure that arrangements with regard to social distancing in office, workplace, etc, are in place. Standard Operating Procedure (SOP) for social distancing for offices, workplace and establishments is placed at **Annexure-I**. All concerned authorities shall ensure strict adherence to the SOP.
6. It is further advised that RMs may use their discretion so that essential services are provided unhindered at all warehouses and rotation of available staff in the region may also be exercised accordingly, if considering unavoidable view current scenario. Duties of officials may accordingly be assigned/reregulated/re-appropriated for this period, accordingly.
7. All officials are requested to strictly adhere to above directives and stand strong in the testing times to contribute to the nation.


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8. This issue with the approval of the competent authority.

(Signature)
15/04/2020
(Pawan Kumar)
DGM (Pers.)

Enclosures: As above

Distribution

1. All HoDs, CWC, CO, New Delhi
2. All RMs

with the request to circulate
the contents of circular for the
benefit of all the employees.

Copy

1. Sr. PA to Managing Director/ PS to Director (M&CP)/ SAM to Director (Fin.),
CWC, CO, New Delhi
2. GGM (MIS), CO, with request to upload on the CWC website



Annexure-I

Standard Operating Procedure for Social Distancing for Offices, Workplace and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces.
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and existing the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gathering or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and trainings sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.

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15/04/2020



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12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.

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15/04/2020