



# केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/19/2020-O/o HoD (MIS)

Date: 03.09.2020

## CIRCULAR

Sub.: **-Clarification regarding adoption of "single file system" in Corporation through e-Office...reg.**

Ref.: Circular No. CWC CO-MIS/19/2020-O/o HoD (MIS), Dated: 24-08-2020.

1. A SoP, was issued vide above reference, for implementation of single file system in Corporation through e-Office between **CO and three (03) ROs** only w.e.f. 01.09.2020, namely **RO-Chennai, Jaipur and Guwahati** on pilot basis. It will be extended / implemented to remaining ROs later on. Therefore, other RMs should not send complete e-file.
2. All concerned may please note that the e-File must be routed through the **concerned Regional Manager only** i.e. Regional Manager shall be competent to forward the e-File to CO. Furthermore, the Regional Manager must send the e-File to the HoD of the concerned Division, who is responsible for the subject matter. Under no circumstances, the Regional Manager should send the whole e-File to MD or Director directly.
3. In case of any delay in processing of files in any division at CO, the RMs may bring the matter in the knowledge of concerned Director through diarize (Receipt) option of e-Office.

This issues with the approval of MD, for strict compliance.

**Group General Manager (System)**

**Distribution to All HoDs and RM.**

**Copy to: -**

1. MD, CWC, CO, New Delhi
2. Dir. (Fin.), CWC, CO, New Delhi.
3. Dir. (Pers.), CWC, CO, New Delhi
4. CVO, CWC, CO, New Delhi.

For information please.