




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



No.CWC/FD/DOP-Estt. /2020-21

Dated: 26.04.2021

DOP CIRCULAR No. 03/2021

Ref: (i) Circular No. CWC/I-XVI-2(DOP)/Gen./2008 dated 15.04.2008
(ii) DOP CIRCULAR No. 02/2021 dated 01.04.2021

The following modifications are made in the existing Delegation of Powers with the approval of competent authority.

(i) Existing DOP No. 30 in Administrative powers at Regional offices is modified as under:

S.No.	Subject matter	GM	DGM	AGM	Mgr.	Remarks
30.	Sanction of expenditure on publicity, advertisement other than tender and recruitment notices.		Full powers			

(ii) Existing DOP No. 45 in Administrative powers at Regional offices is modified as under:

S. No.	SUBJECT MATTER	GM	DGM	AGM	MGR	REMARKS
45.	Empanelment of Hospitals for cashless treatment of employees					
	(a) Hospitals empanelled by CGHS or Central/ State Government for treatment of its Employees at CGHS rates	-	Full Powers			
	(b) Hospitals empanelled by CGHS or Central/ State Government for treatment of its Employees at hospital rates with or without discount.	-	Full Powers			
	(c) Hospital not empanelled by CGHS or Central/ State Government for treatment of its Employees but having approval under section 17 (2) of Income Tax Act 1961 at		Full powers			Empanelment of hospital under this DOP should be done only in case CGHS empanelled hospitals are not

	CGHS rates or hospital rates with or without discount.					available in nearby vicinity.
	<p>Note:</p> <ol style="list-style-type: none"> 1. DOP shall be exercised by following guidelines prescribed by Corporate Office in consultation with Finance. 2. The hospital which are not empanelled by CGHS or not approved by Central Government/ State Government for treatment of its employees or not having approval under section 17 (2) of Income Tax shall not be empanelled. 3. The liability of income tax on perquisite valuation of expenses incurred at hospitals not empanelled by CGHS or not approved by Central Government/ State Government for treatment of its employees shall lie on the concerned employee. 					

(iii) A new DOP No. 46 in Administrative powers at Regional offices is inserted as under:

S.No.	Subject matter	GM	DGM	AGM	Mgr.	Remarks
46.	In principal approval for Spot hire of DEO/QCA/MTS and CWC Retired Employees, on temporary basis, for a period not exceeding three (03) months.		Full powers			
	<p>Note:</p> <ol style="list-style-type: none"> 1. Hiring of retired CWC staff, is permitted for ensuring operations of Central Warehouse under the urgency. Hiring should be as per location wise specific justification and requirement received from warehouse manager. 2. Hiring should be through outsourcing agency / GeM only. 3. RMs shall intimate all such engagements within seven days to CO for the information of the Managing Director. 4. Instructions related to hiring of consultant (retired CWC staff) will be followed, except that prior approval of MD is not required but all such engagements shall be intimated to MD within seven days. This power is not for posting consultant in Regional Office. 					

(iv) A new DOP No. 27A in DOP for Dedicated Warehousing is inserted as under:

S. No.	Subject matters	DIR	GM	DGM	AGM
27A.2	Waiver of Security Deposit				
	(a) For Government depositors i.e. Central/ State Govt. departments,			Full Powers	-

निगमितकार्यालय : 4/1, सीरीइंस्टीट्यूशनलएरिया, अगस्तक्रांतिमार्ग, हौज़खास, नईदिल्ली-110016.
CO: 4/1, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.
टेलिफोन/Landline:011-41672511, ईमेल-/Subject matters

	PSUs/autonomous bodies under the control of Central/ State Government				
	(b) For other depositors	Full powers			-

All the Regional Managers and HoDs in Corporate Office shall follow the DOP as above.

(RR Aggarwal)
GGM (Finance)

Distribution: -

1. All HoDs, CWC, CO New Delhi.
2. All Regional Managers.

Copy for information:

1. PS to MD CWC/ PS to Director (Fin)/ PPS to Director (Pers)/ PS to Director (M&CP), PA to CVO, CWC, CO New Delhi.