



No. CWC CO-PD0ADMN/6/2020-PERS-Part (2)

Dated: 17.04.2021

All Regional Managers,
Central Warehousing Corporation, Regional Offices.

Sub.: Empowerment of RMs and GGM(P)CO during COVID Pandemic period.

Considering sudden rise in COVID-19 cases and grim situations prevailing PAN India level, the Govt. of India, State Govts. and Local authorities have issued various advisory and protocol for the management, containment and prevention of COVID Pandemic. These instructions/guidelines are highly dynamic and varying from place to place and state. Therefore, **Regional Managers are hereby empowered to take spot decision**, regarding functioning of field Offices as well as wellbeing of our staff and stakeholders, as under:

1. Regional Managers are allowed to call officials of ROs and Central Warehouses for performing office duties, under roster system, staggered timing. They will however, ensure that **essential services**, warehousing works, payment to staff and vendors and works critical to the corporation are not hampered.
2. RMs are authorized to decide, **Work From Home**, on any specific day(s) or for any employee(s), as per state Govt/ administrations' instructions, local conditions, exigencies, PDS related works, etc.
3. RMs shall ensure **Covid Appropriate Behavior (CAB)** among all staff and at Regional offices and Central Warehouse, as per extant instructions of Govt.
4. **Medical reimbursement** shall be allowed, **as per actual expenditure** for the treatment of COVID 19 disease in **any (private/Govt.)** Hospitals.
5. **GGM(P)** is empowered to take appropriate similar action and decision for **Corporate Office**.

Aforesaid delegation of powers shall be exercised till further orders.

This is issued with the approval of Competent Authority.

(Amrish Gautam)
Dy. Gen. Manger (Admn)

Copy to:

1. PS to Chairman/PS to MD/PS to Dir (Pers)/Consultant to Dir (Fin)/PA to CVO/PS to Dir(M&CP), CWC, CO, New Delhi
2. All HODs, CWC, CO, New Delhi
3. Secy. General, Fed of CWC EU, New Delhi-110058