

Minutes of Meeting: Review of COVID -19 Pandemic v/s CWC's preparedness

1. A Video Conference (VC) was held on 22.04.2021 under the chairmanship of Managing Director (MD), CWC on the subject matter, which was attended by about 50 officers, including GGM (System & Pers), Regional Managers, Senior officers of CO & ROs and Helpdesk teams of CO & ROs.
2. At the outset, MD appreciated the timely measures of the management towards prevention of spread of Covid-19 pandemic as well as continuing the essential warehousing services, in most responsible manner and expressed satisfaction on the Covid Appropriate Behaviour (CAB) among the staff.
3. GGM (System & Pers) informed about sudden rise in COVID-19 cases PAN India level and advisory issued by the Govt. of India, State Govts. and Local authorities, for the management, containment and prevention of COVID Pandemic. These instructions/guidelines are highly dynamic and varying from place to place. Accordingly, Regional Managers have been empowered to take spot decision in following matter, for smooth functioning of regional and Central Warehouses as well as wellbeing of our staff and stakeholders,
 - a. Work from Home
 - b. Staggered timing
 - c. Roaster System
 - d. Spot hiring of DEO/QCA/MTS & CWC retired employees, on Ty basis (3 months)
 - e. Medical reimbursement for COVID 19 related treatment from any (Pvt/Govt.) Hospital
 - f. Usage of available e-Tools and VC.
 - g. Temporary (Ty) stoppage of transfers / relieving, till further order.

4. Following points were deliberated in detail:

SN	Discussion point	Responsibility
1	Covid cases: Closely monitor all employees and outsourced manpower on daily basis and inform CO Helpdesk team (update on provided google spread sheet)	RMs / DGM(Admn), CO
2	Vaccination: <ul style="list-style-type: none"> • Ensure vaccination of all employees, outsourced manpower, their family members & dependents. • Explore free vaccination drive at nearby hospitals. • By 7th May 2021, employees and staff of all stakeholders to produce 1st dose of vaccination certificate, for entry inside CO/RO/WH premises. • Staff taking vaccination can avail two days WfH. • Updating the same on google drive shared by Admn CO. 	RMs/ DGM(Admn), CO
3	Testing: Free RTPCR testing be carried out for next two months on regular basis, for employees and outsourced manpower. Sanitization of office premises on daily basis	RMs / DGM(Admn), CO
4	Helpdesk:	

	<ul style="list-style-type: none"> • Counsel Covid affected employees and their family members, • Donation drive for affected employees & family. • Maintain first aid box, explore to create plasma bank, Covid kits, habit of inhaling steam and hot water etc, social distancing, wearing mask, hand sanitization etc. • Lessen the stress among staff 	
5	Transport facility: Provide Pick up/Drop facilities to the employees and outsourced manpower may be provided Ty , on need basis, for efficient management of Covid pandemic.	RMs /DGM(Admn), CO
6	Medical Consultancy: Leverage contactless Telemedicine and Video consultancy through mobile app/phone	RMs /DGM(Admn), CO
7	Empanelment of Hospital: Hospitals may be empanelled on Ty basis and got ratified	RMs /DGM(Admn), CO
8	e-Tools: <ul style="list-style-type: none"> • Use • Adopt <i>Single File System (SfS)</i> in e-Office. • Provide laptops & internet connection, as per policy. 	RMs /GGM (System & Pers), CO
9	Manpower planning: <ul style="list-style-type: none"> • Revisit staff posted in CO & RO in view of e-Tools and adoption of SfS. • Rationalise staff posted in central warehouse, reuse elsewhere as per the workload. Central warehouses having wheat and rice storage have different workload and issues. Make Ty use of idle manpower at any CW 	RMs /GGM (System & Pers), CO
10	Deployment of manpower as per H&T contract: Explore the possibility of leveraging H&T contract clauses for deployment of contract manpower in place of DEO.	RMs /GGM (System & Pers), CO / GM(Commercial)
11	Covid kit to H&T manpower: Providing COVID kits like mask, hand sanitizer, gloves, etc to H&T manpower and recovering corresponding amount from bills of contractor, upon serving necessary notice, if the contractors are not taking care of their workmen	RMs
12	Suggests: Any other suggestion for effective management of COVID and maintaining essential warehousing services.	RMs /HoDs

Meeting ended with vote of thanks!

A M Rao
GGM (System & Pers.)

Copy to :

1. MD, CWC, CO New Delhi
2. DIR(F) / DIR(P) / DIR(MCP) / CVO, CWC, CO New Delhi.
3. RMs & HoDs at CO