

**CENTRAL WAREHOUSING CORPORATION**

**(A Government of India Undertaking)**

**4/1, Siri Institutional Area, HauzKhas, New Delhi - 110016**

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No. CWC/I-Swachh Bharat Abhiyan/Admn.

Dated: 16-05-2016

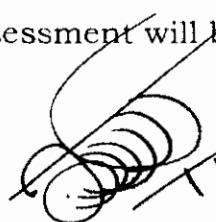
**CIRCULAR**

As a part of Swachh Bharat Abhiyan, it has been decided to introduce the Inter Region Competition among Warehouses as under :-

- 1) Each RM will nominate one warehouse in his Region which he considers the best in his Region in respect of maintenance and upkeep & intimate CO latest by 31<sup>st</sup> August, 2016.
- 2) On receipt of the nomination of a Warehouse from all RMs, a Committee will be constituted comprising one officer from Commercial Division and one officer from Personnel Division not below the rank of Managers. The Committee will visit to all nominated warehouses to make assessment on the basis of criteria fixed and submit their recommendations adjudging the best warehouses for First, Second and Third prizes. The Committee would submit its report latest by 31<sup>st</sup> December, 2016.
- 3) On receipt of the report a final decision will be taken and Warehouse Manager of such Warehouses may be given Trophy on Foundation Day at Delhi.
- 4) The Cash prizes for celebration of Foundation Day at these Warehouses may also be given as per details given below in addition to the prescribed funds for celebrating the Foundation Day.

First - Rs. 10,000/-  
Second - Rs. 8,000/-  
Third - Rs. 5,000/-

- 5) Appreciation letter for maintaining these adjudged warehouses may also be issued to all the staff working at the warehouses for their efforts.
- 6) The evaluation/assessment will be based on the following criteria.

  
16/5/16

S.No.	Parameter	Weightage
a	Cleanliness & Hygiene inside the godowns	10 points
b	Cleanliness & Hygiene in the warehouse complex including growth of wild vegetation etc.	10 points
c	Cleanliness & Hygiene conditions In the surrounding areas of WH complex	10 points
d	Plantation of trees	10 points
e	Provision & Maintenance of toilets	10 points
f	Drinking water	10 points
g	Quality complaint free storage	10 points
h	No Storage losses	10 points
I	Proper maintenance of records including weeding out, submission of reports timely.	10 points
J	Judicious use of electricity, water, stationery etc.	10 points

The above guidelines may be brought to the notice of all the concerned

(A.K.Sharma)  
GM (Pers.)

**Distribution:-**

1. All Divisional Heads, CWC, Corporate Office, New Delhi.
2. Sr. PA to Chairman/PPS to MD/Manager to Dir.(Pers.)/AM to Dir (Fin)/PPS to Dir(MCP)/ PS to CVO, CWC, CO, New Delhi.
3. All RMs/SEs/EEs, CWC, RO. They should bring the above guidelines to the notice of all the Warehouse Managers in their region and intimate the name of one WH which they consider best in their region by due date.
4. MIS Division with the request to upload the circular on CWC's Website.