



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/I-Restructuring/Rectt.

30-E

Dated: 29.08.2018

OFFICE ORDER

Sub: Review & restructuring of Engg. Set up in CWC - reg.

At present, there are four Construction Cells at Delhi, Mumbai, Kolkata and Chennai headed by SEs and a separate Engineering Division at Corporate Office which is headed by Chief Engineer. The Construction Cells is working independently and there is no role of Regional Manager in Construction, repair & maintenance related works. Basically, these Construction Cells were created to construct the new capacity for expansion of the CWC and accordingly the Corporation has added good amount of capacity in past. As such, further expansion is limited but work of repair & maintenance of warehouses have been increased over a period of time and there is urgent need of maintenance of existing warehouses as many of godowns have become old. As per existing set up Engineers from the Construction Cells have to travel to the different regions as we are having only 04 Construction Cells due to which there is difficulty of supervision is being faced to carry out repair and construction related works and the coordination between Regional Office and Construction Cell is also become difficult.

Keeping in view of above and limited manpower with the approval of Competent Authority, it has been decided to demolish the Construction Cells and there will be a separate Engg. Section in each Regional Office which is meant by adequate no. Of Engineers under the overall control of Regional Manager depending on the size of the region. As such, the procedures prescribed as under shall be followed.

1. The Engineering Section will be the 5th Section of the Regional Office after Business, Accounts, Technical and the Administration. RM shall equip Engineering Section as per the need. The administrative and Accounts staff will be shared from the existing staff of Regional Office. One Accountant will be specified for doing the work of Engineering Section. The engineers presently posted in the Regional Offices for administrative purposes are to be brought back to the Engineering Section of the Regional Office for execution of works. The Engg. Section in the Regional Office will execute the works related to day to day repair, maintenance, special repairs and minor capital works.
2. The major CAPEX works i.e. items i.e. addition of warehousing capacity will be handled by the Engineering Division at Corporate Office. The strength of the Engineering Division at Corporate Office will have to be adequate for

Planning, Costing, Model Tender, Project execution, Monitoring, inspection, Standardization / Specification and other policy matters. For these CAPEX works, the tendering and ordering will be done by Engineering Division at Corporate Office. The work of execution will be looked after by the local Engineer in the Regional Office or Engineer posted by the Engineering Division, CO under the overall supervision of Chief Engineer. The bills processing and passing will be done by the Engineering Division at CO and payment shall be made in Finance Division. One Accounts Officer will be posted in Engineering Division at CO for bills processing and other connected financial matters. The debit advice shall be sent by Accounts Officer in Engineering Division to the concerned Regional Office alongwith copy of the work order, bill, bill of quantity, sanction order, details of deductions / adjustments made in the bill for GST. The capitalization of warehouses will be done at the RO level on the basis of handing over / taking over certificate. The TDS payments and returns shall be handled at Corporate Office.

3. For works of replacement of roof, floor and road, the work order / ARC will be placed by Engineering Division at Corporate Office and execution of work will be looked after by the Local Engineer in the concerned Regional Office or Engineer posted by Engineering Division, CO. The bills processing passing will be done by the Engineering Section at Regional Office and payment will be made by concerned Regional Office and expenditure shall be capitalized at their end. The TDS payments and returns shall be handled at Regional Office.

The bill processing and passing, if required, can also be done by Engineering Division at Corporate Office. In such a case, the debit advice shall be sent by Engineering Division, Corporate Office to the concerned Regional Office alongwith copy of the work order, bill, bill of quantity, sanction order, details of deductions / adjustments made in the bill for GST, the capitalization of warehouses will be done at the RO level on the basis of handing over / taking over certificate. The TDS payments and returns shall be handled at Corporate Office.

4. The present works being carried out in the construction cell should be allowed to be executed by the same engineer who, for works of other Regions, will report to the Chief Engineer.
5. For transfer of records related to project execution, finance and administration, legal cases, necessary instructions are to be issued by the concerned Division in Corporate Office i.e. Engineering, Finance and Personnel in consultation with each other.
6. The technical and financial power will vest with the Engineer Incharge of the Engineering Section in the Regional Office, however, the administrative powers will remain with Regional Manager. For proposals of Repair and Capital Works to be undertaken at RO level and their AA&ES, the principle approval of RM will be taken. For major capital works to be undertaken at Corporate Office level, the recommendation of RM will be taken by the

Engineering Section. Engineering Division will put up the revised DOP for this purpose separately. Where SE is not in position, for the time being, DOP of SE at Construction Cell will be exercised by senior most engineer in the Engineering Section of Regional Office.

7. The SE/EE operational account will be opened in each Region for payments to the contractors.
8. The repair work of Corporate Office and of Guest House in Delhi will be carried out by Engineering Division at Corporate Office. Repair works of training centre at Hapur will be looked after by RO Lucknow.
9. The transfer order of the engineers will be issued shortly and handing over taking over of the files will be completed within 15 days to avoid slow down of repair, maintenance and other works.

Revised details of capital works & revenue works is enclosed at Annex-I.

Arvind Chaudhi
29-08-18

(Arvind Chaudhi)
Group General Manager (Pers)

Encl. As above

To,
All Regional Managers/CC Heads
Central Warehousing Corporation
Regional Office/Construction Cell,

Copy to:

1. All HoDs, CWC, CO, New Delhi
2. PPS to MD/Chairman/PS to Dir (MCP)/PS to Dir (Fin) – for information please.
3. GM (MIS), CWC, CO, New Delhi – for arranging to upload on CWC website

Details of Capital works & Revenue works in CWC

CAPITAL WORKS

a) Creating new infrastructures

- Construction of new warehouses, office buildings, cold storage, CFSs/ICDs .
- Construction of silos.
- Construction of New roads in the complex(RCC).
- Providing paver blocks in the yard.
- Construction of lav. blocks.
- Construction of Rain Water Harvesting infrastructure within the warehouses.
- Construction of marketing sheds for farmers within the warehouses.
- Providing & fixing of new jalli gates in the openings of rolling shutters/gates and fixing of new expanded metal jallis over ventilators.
- Construction of drainage system in the complex.
- Construction of New boundary walls.
- Supplying & installation of turbo ventilators.
- Providing solar light system in the complex(Other equipment).
- Providing street lighting & high mast system in the complex. (Other equipment)
- Providing firefighting systems in the complexes(Other equipment)
- Supplying of DG sets, main distribution panels (HT/LT), capacitors panels, transformers etc.. (Other equipment).
- Supplying & installation of ACs, coolers, water coolers(Electrical Equipment).
- Providing & installation of elevators for passengers & goods (Warehouse & godowns)
- Installation of submersible pumps(Electrical Equipment)

(Replacement of Road, Roof & Floor are to be capitalized, other replacements shall be charged to Repair and Maintenance)

b) Replacement of old infrastructures for long shelf life.

- Construction of CC roads over old bitumestic roads.
- Replacement of AC sheets roofing with pre-coated GI/galvalume sheets roofing in the godowns.
- Relaying of 50mm/100mm cement concrete flooring in the godowns.
- Reconstruction of Office Building/Lavatory Room/Labour shed/Boundary Walls.

Note: In some cases, the cost of old has to be de-recognized in the books, based on circular being issued separately.

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REVENUE WORKS

- Repair to roof leakages in godowns by plugging of holes & cracks in the sheets.
- Replacement of tarfelt over ridges.
- Replacement of damaged AC ridges.
- Replacement of damaged AC sheets.
- Replacement of damaged translucent sheets.
- Re-fixing of flashing/ridges/sheets in pre-coated GI sheets/galvalume sheets roofing.
- Repairs/replacement of turbo ventilators.
- Re-fixing of wind-ties.
- Repair to damaged trusses/purlins/runners/bracings in godowns.
- Cleaning & repair of RWH pits.
- Repairs/replacement of damaged rain water pipes/valley gutters.
- Lubricating of rolling shutters.
- Repairs to rolling shutters by replacing brackets, springs, gear box, handles, MS cover, locking rail, laith, shaft etc.
- Repairs to flooring in patches.
- Repairs to damaged plaster in patches.
- Filling of pot holes in the roads by stone/brick aggregate.
- Patch repairs to roads by bitumestic concreting.
- Repair to fins/jamb/offsets in the doors/windows.
- Repair to MS doors.
- Repairs to jalli gates.
- Repairs to sanitary fittings & water supply fittings.
- Cleaning & repairs to sewer line, septic tank, static tank, manholes.
- Repair to seepage in walls/roofings.
- Repairs to damaged doors/windows/ventilators.
- Repairs to expanded metal jallis.
- Renewal of glass panes in the office & godowns.
- Repairs to plinth protection.
- Repairs to electrical fittings, wiring, panels etc.
- AMCs for DG sets, ACs, coolers & electrical installations.
- AMC for firefighting system.
- AMC for elevators.
- Providing wooden works in office blocks/staff quarters. Raising the height by construction of boundary wall.
- Supplying & fixing concertina wire for fencing over boundary wall.
- Supplying & installation of LED light fittings.
- Providing tiling works in office block/staff quarters/guest houses.
- Replacement of rolling shutters/gates in the godowns.
- Relaying of roof slabs in the office block/staff quarters.

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- Upgradation works of godowns/office block & complexes.
- Relaying of premix carpeting & seal cost on the roads
- Replacement of earlier draining system
- Replacement of above items
- White washing, colour washing & painting on old work.

A handwritten signature in black ink, consisting of a stylized, cursive script. The signature is written over a long, thin horizontal line that extends to the right.