



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-Manpower/Job-Description/JTA/Rectt.

Dated: 15th March, 2018

CIRCULAR

With the approval of Competent Authority, it has been decided that following duties/ responsibilities may also be assigned to Jr.Technical Assistant in addition to existing duties /responsibilities-

- a) To assist the Jr. Supdt/Technical Assistant incharge of godowns/units/sheds in the receipt, issue, weighment and other godown operations including maintenance of daily diary, stock register, stack cards and other office record.
- b) To supervise, check and verify the receipt, weighment, delivery, standardization and also other operations in the godowns/sheds/units as may be required to do so by the Warehouse Manager.
- c) To prepare returns and reports, work-slips and to attend to other misc. clerical work.
- d) To perform such other work as may be assigned from time to time.

This is applicable with immediate effect.

(Arvind Chaudhri)

Group General Manager(Pers)

Distribution:

1. All HODs, CWC, CO, New Delhi
2. All RMs/CC Heads, with the request to circulate a copy of this circular to all units under their jurisdiction.
3. Sr.PA to Chairman/PPS to MD, Sr.PA to Dir(Pers), SAM to Dir(Fin)/ Steno to CVO, CWC,CO, New Delhi
- ✓ 4. GM(System), CWC, CO, New Delhi with the request to upload the circular on CWC website.
5. Guard file.

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JS(M/S)
AKS

Arvind Chaudhri
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