



**Circular-199**

**Sub- Robust framework to restrain anti social activities across Central Warehouses - reg.**

Instances of unethical and uncivilized behavior of labour / anti-social elements have come to the notice of management, such as;

- Disruption of essential services supply and operations.
- Extorting money from depositors.
- Vandalizing property inside the premises by anti social elements.
- Compelling the depositors to get the work done through them.
- Creating nuisance by disrupting the ongoing services at warehouses.
- Committing of cognizable offense under law, posing a serious threat to lives and properties of CWC.
- Hampering the regular working/operations of the center.

Being the largest public warehousing agency, our commitment is to provide reliable, cost effective, value added and integrated warehousing and logistics solutions in a socially responsible and environment friendly manner to the valued depositors, but, such unethical practices are tarnishing the image of the corporation, thereby posing threat to the commercial interests of the corporation.

To secure the interest of our valued depositors and commercial interests of the corporation, all Regional Managers are hereby advised to ensure, strong managerial presence to restrict the trespassing / unauthorized access of any kind. i.e persons, vehicles, unsocial elements in order to avoid untoward incidents, obnoxious activities, etc, by securing our premises and enabling controlled access system at all entry/exit points across all premises of CWs such as;

- Deployment of physically fit, disciplined, active, literate and trained security staffs.
- Registering entry/exit of all vehicles i.e. truck, 2/4 wheelers mentioning vehicle numbers & purpose
- Securing of boundary walls with barbed wire / concertina coil fencing on top.
- Ensuring CCTV with three months footage
- 20m /25m high-mast lighting system
- CWC Billboard, “NO THROUGH FARE” and “RESTRICTED AREA/AUTHORISED PERSONNEL ONLY” sign boards should be displayed at prominent places.
- Ensuring basic amenities i.e. toilets, water, labour shed etc. are available for use within the premises.
- H&T and other service providers to be asked to issue valid identity card to the labour and staff engaged by them under intimation to the respective Warehouse Manager.
- All depositors, contractors and service providers should be informed about these safety measures, asking them to co-operate with CWC, for their own security and safety.

Henceforth, any person or vehicle whether employee of CWC or any person or vehicle engaged by the H&T or any other service provider of CWC should **NOT** be given access, without approval of the concerned Warehouse Manager and without verifying the Identity Card issued either by CWC or H&T Contractor or Service provider (Outsourced staff) as the case may be. All entry/exit of persons & vehicles must be scrutinized and manually registered. Visitors must give the name of the contact person of CWC or the depositors, they desire to meet at the time of entering the Warehouse/RO premises.

Compliance of the said instructions may please be ensured effectively and expeditiously in all warehouses and action taken report must be submitted to this office by all RMs before 15/10/2020.

**(Samuel Praveen Kumar)**  
General Manager (Comm.)

To,

RM, CWC, RO: Ahmedabad/ Bangalore/ Bhubaneswar/ Bhopal/ Chandigarh/ Chennai/ Delhi /Guwahati/  
Hyderabad/ Jaipur/ Kolkata/ Kochi/ Lucknow/ Mumbai/ Patna.

Copy to: -

1. MD, CWC, CO, New Delhi
2. Director (Finance), CWC, CO, New Delhi
3. Director (Pers.), CWC, CO, New Delhi
4. GGM (System) CWC, CO, New Delhi: with a request to upload this circular on website.
5. All HODs, CWC, CO, New Delhi
6. Master File