




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/XIII-13/89/97/AV

Dated: 17.02.2020

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CIRCULAR

The list of **Sensitive Posts** circulated vide this office circular of even No. dated 04.06.2014 has been reviewed and a revised list is given below. The rotation of the Officials working in such posts may be ensured every 03 years. This is in supersession of circular dated 04.06.2014.

REVISED LIST OF SENSITIVE POSTS

Sr. No.	Office/Division	Area	Sensitive Posts
I	Corporate Office		
(a)	Personnel Division	Head of Personnel Division	GGM(Pers.)/ GM (Pers.) / DGM (Pers.)
		Transfer/Posting, Settlement of final dues, Advances and encashment of leave/ LTC etc.	DGM/ AGM / Manager / SAM (Head of Estt. section)
		Recruitment Section	GM/ DGM/ AGM / Manager / SAM (Head of Rectt. Section)
		Purchase Section	DGM / AGM / Manager / SAM (Head of Purchase section)
		Admn. Section (Hiring of vehicles, hiring of conservational services and processing of Manpower/third party bills)	Manager / SAM (Head of Admn. Section)
(b)	Commercial Division	Head of Commercial Division	GGM(Comm.)/ GM (Comm.) / DGM (Comm.)
		H&T matters	DGM/ AGM / Manager / SAM (in-charge of H&T Section)
		Work related to CFS/ICD/SAMO arrangement	DGM/AGM / Manager / SAM (in-charge of relevant section)
		Work related to rebate.	DGM/ AGM / Manager / SAM (in-charge of relevant section)
(c)	Technical/ Inspection & QS Division	Head of Technical/ Inspection Division	GGM/ GM/ DGM
		Matters related to PCS/ Inspection	GM/ DGM/ AGM/ Manager/SAM (in-charge of the activity)
(d)	Engineering Division	Head of Engineering Division	CE / SE
		Tendering, award of contracts and construction projects.	SE / EE/ AE concerned.
(e)	Finance Division	Head of Finance Division	GGM (Fin.)/ GM (Fin.)
		Fixation of Tariff, Scrutiny of H&T Tender, Works Tenders, Store Contracts, Investment of Funds / Surplus of Funds	DGM / AGM / Manager / SAM/ AM/ Acctt. (A/Cs) concerned
		Processing of Third Party Bills & Employee Reimbursements	AGM / Manager / SAM (A/Cs)/ AM(A/Cs)/ Acctt. Concerned

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(f)	MIS Division	Head of MIS Division	GGM/ GM/ DGM
		Handling contracts and clearing bills	DGM/ AGM/ Manager/ SAM.
(g)	Vigilance Division		GM / DGM / AGM / Manager / EE / SAM/ SIO/ AM/ Supdt./ AE
II Regional Office			
		In-charge of Regional Office.	Regional Manager.
		Transfer/Posting, engagement of Outsource Manpower/Security Guards.	DGM/AGM/Manager / SAM / AM (Head of Admn. / Estt. Section).
		Purchase of Stationery, printing/procurement of services.	AGM/ Manager / SAM / AM (Head of Purchase Section).
		Processing of tender and award of contracts.	SE/ AGM / EE / Manager / SAM / AM (Head of Business Section) (Head of Technical Section) (Head of Engineering Section) (Head of Purchase Section)
		Processing of H&T bills, Godown hiring/de-hiring.	AGM/Manager/ SAM / AM / SIO / Supdt. / JS (dealing with the subject)
		Third party payments Processing the bills Release of payment Employee Reimbursements	DGM (A/Cs) / AGM (A/Cs) / Manager (A/Cs) / SAM (A/Cs) / AM (A/Cs) Acctt. [Head of Accounts Section)
III Warehouse/Field Units			
		CFS/ICD/Bonded Warehouse	In-charge of the unit / Godown / shed in-charge/Accounts in-charge/Head.
		General Warehouse/Base Depot	In-charge of the Warehouse / Godown / Shed in-charge/Account in-charge.
		Management Warehouse	In-charge of the unit.

1. The posts other than as mentioned above are to be treated as non-sensitive.
2. This shall be brought to the notice of all concerned for information and necessary action.

This has the approval of the Managing Director.



(S J SANGARE)

Asstt. General Manager (Vig.)

17.02.2020

Circulation to:-

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Office....

Copy to:-

1. PPS to Chairman/ Sr. PA to MD/ SAM to Dir.(Fin.)/ PS to Dir. (Pers.)/ PS to CVO, CWC, CO New Delhi.
2. ✓ GGM(MIS), CWC, CO, New Delhi - with the request to upload the contents on CWC website.

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JS(MIS)
AKS

Annam
17/02/2020