



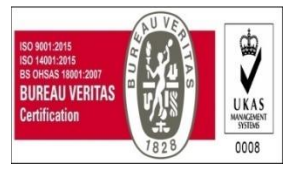
केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण - Warehousing for Everyone



No.CWC/CO/Tech.Div./

Dated - :19/06/2020

Subject: Multi Skilling and Mutli tasking of CWC Officials

1. COVID-19 has changed the order of things. It has now become obligatory for us to adopt to new means and enhance our skills. All RM's/HODs now have to ensure that the workforce under them is Multi-Skilled to carry out Multiple-Tasks well.
2. In view of the above, Corporation is in the process of combining all Inspections i.e. General, Technical, PCS and ISO into a **Single Inspection**. Aspects of all the above inspections will be incorporated in a Single Inspection such that **only one official carries out all the inspections**.
3. In this regard it has been decided that the Technical Heads of Regional Offices, under guidance of RM, will now have to **Impart Technical training** (Including PCS) to all Non-Technical Officers in their respective Regions in a time bound manner in order to enable , 'Non-Technical manpower' to carry out Technical and PCS Inspections of the warehouses as well. **This shall be completed by 30th Oct 20.**
4. Similarly, RMs are to ensure that all Inspecting Officers in their Regions are ISO/QS trained in order to enable them to carry out **ISO inspections**. This again will be a time-bound activity and has to be completed **by 30th July, 20**. If Regional Managers require online training to be imparted from CO, the name of all such officials who have to be trained shall be provided to the Corporate Office in the format below:-

SN	Name of Officials (for IO) (Group 'B' and above)	Designation	Date of Appointment in present Designation	Date of retirement	Region	Cadre (at entry level in CWC)	Trained in QS (Yes/No)
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5. For Corporate Office, HODs shall nominate names of all such officials who require training in Technical (including PCS) aspects (For Non-Technical Officials) or ISO aspects in the below format positively by **30th June, 20:-**

SN	Name of Officials (Group 'B' and above)	Designation	Date of Appointment in present Designation	Date of retirement	Division	Cadre (at entry level in CWC)	Require training (Technical/QS/Both)
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6. For Officers opting for **either** Technical or QS, it will be deemed that the official is trained in other aspect and the inspections will be allotted accordingly till such time they are trained.
7. Further, apropos restrictions in movement/transportations facilities due to COVID-19, following has been decided: -
 - a. The **Frequency of Inspections** to be held for the year 2020-21 is reduced as under:-
 - i) General Inspections of all Warehouses irrespective of capacity – One per year.
 - ii) Technical Inspection of a food Grain center irrespective of Occupancy – Two per year.
 - iii) Technical Inspection of a Non-Food grain center – Nil
8. In view of representation from certain RMs about shortage of IOs, now, **Group 'B' officers** can also be allowed to conduct Inspections. RM's, as per requirement, can allot inspections to Group 'B' officers in their Regions respectively, **under urgency**.



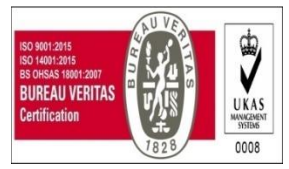
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9. All Inspecting officers may be deputed to conduct inspections in nearby centers only. However, there should be **no cross inspections**. (i.e. if IO from Center 'A' has conducted inspection of Center 'B', then IO from Center 'B' cannot conduct inspection of Center 'A' for the same FY.)
10. It is also the responsibility of IOs to **upskill themselves**, in case of 'deliberate faulty inspection' done by IO necessary discipline action shall be taken.
11. This policy may be reviewed Post Corona.

It is expected that All RMs/HODs will dedicatedly work towards making the limited CWC manpower a **Multi Skilled and Multi-Tasking** workforce.

In every adversity lies the seed of an equal or greater opportunity. (Napoleon Hill)

HOD (Technical)
For MD

Copy to:-

1. All RMs/HODs for strict compliance.
2. SPA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers.) for information please.