



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./Inspection Developments/2020-21

Dated – 19/10/2020

CIRCULAR-IV of F.Y. 2020-21

Subject:- Process for submission of General Inspection reports to CO.

Reference:-

1. CIRCULAR-I Of F.Y.2020-21 No.CWC/CO/Tech.Div./2020-21 Dated 18/05/2020.
2. CIRCULAR-II Of F.Y. 2020-21 No. CWC/CO/Tech.Div./Dated 19/06/2020.
3. CIRCULAR-III Of F.Y. 2020-21 No.CWC/CO/Tech.Div./Inspection Developments/2020-21 Dated 23/06/2020.

Your kind attention is drawn towards MIS division circulars No.CWC CO-MIS/19/2020-O/o HoD (MIS) dated 24/08/2020 and 03/09/2020 regarding adoption of 'Single File System' in the Corporation. In this regard, it is stated that since the Single file system has been implemented completely w.e.f. 01/10/2020, all Regional Offices are hereby directed to forward the **General Inspection** reports of Warehouses, WHM compliance and RO Comments to Inspection Division, CO **via E-File only**. The below stated process shall be followed for the E-File movement from RO to Inspection Division CO:-

A) Process for Putting-Up Inspection report by Regional Offices for onward submission to CO

1. Inspecting Officers (IOs) must be aware that now they have to address the forwarding of discrepancy note **to the concerned 'Regional Manager'** and will mark a copy to HOD (Inspection).
2. As per procedure in vogue, **IO will scan the hard copy of General Inspection report and forward the same to the concerned Regional Office, under intimation to Inspection Division at CO and a copy marked to concerned WHM.**
3. It shall be the duty of IO to **highlight anything urgent/confidential in the special note** submitted along with the General Inspection report, which should be shared with HOD (Inspection) and concerned RM only. **Copy of the special note shall not be shared with the WHM.**
4. As per existing procedure, Inspection section of **Regional Office will put-up the General Inspection report in the Inspection file dedicated for a particular Warehouse.** (*Note- RMs are advised to ensure that only one file is prepared for a particular center and all the future correspondences pertaining to General Inspection/ New General Inspection reports of the center are maintained in that file only.)
5. Inspection Section of Regional Office will properly scrutinize the Inspection Report and as per the existing procedure, will seek compliance from **WHM within 10 days of completion of Inspection.** RO will also take action/issue directions on discrepancies pertaining to Regional Office.
6. Important points of the Discrepancy note/Inspection report, compliance of the WHM and details of action taken by the Regional Office on the discrepancies observed by IO pertaining to both; Warehouse and RO, shall be summarized by the Inspection Section of RO **on E-File along with necessary references hyperlinked wherever required.** The E-File shall then be forwarded to the RM.
7. RM will examine the file and will incorporate, his/her comments on the Inspection E-File.
8. RM shall then forward the Inspection E-file through E-Office to HOD Inspection, **positively within 20 days of completion of General Inspection**, for further analysis/examination at CO.

निगमित कार्यालय: 4/1, सिरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हाउज़ खास, नई दिल्ली-110016,

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9. The file will be examined at CO and sent back to the Regional Manager, clearly specifying the further course of action required by RM/concerned Regional Office and compliance.

B) Some Important aspects:-

1. The above process is devised for submission of **General Inspection reports only**.
2. In compliance with this office instructions floated vide letter No.CWC/CO/Tech.Div./Inspection Developments/2020-21 dated 23/06/2020, all IOs/RMs have to ensure that **NO PHYSICAL INSPECTION REPORTS (In paper form)** are sent to Corporate Office.
3. The scanned copy of **General Inspection reports** is to be shared by IOs through E-Office to Mrs. Aruna Gupta, PPS to GGM (Inspection). **If IO does not have an E-Office account, the copy of the Inspection report may be forwarded to 'hod.inspection@cewacor.nic.in' clearly specifying the reason for not sending the reports through E-Office.**
4. Please ensure that all communication pertaining to HOD (Inspection)/Inspection division shall now be made through E-Office only. If at all required, the communication may be made through email on the **above stated email ID only**.
5. The analysis of the General Inspection has to be carried out thoroughly at the Regional Office level. E-File should be forwarded to CO only after detailed analysis of Discrepancy note of IO and WHM compliance.
6. RMs should ensure that General Inspection files sent to the HOD (Inspection) through E-Office should be complete in all respect and submitted **within 20 days of completion of Inspection**.
7. Overhauling of the Inspection procedure is under process wherein multiple constructive changes are being made. Once the Inspection process is streamlined as per the changes already made vide the above cited letters and the changes in pipeline, the ISO DOC No.P/INSP/01 shall be amended suitably.(Also once the inspection procedure is automated by MIS, as is in the pipeline, it shall simplify and ease the job to a very large extent).

All Regional Managers are requested to acquaint all IOs and Inspection report analyzing officers in their regions with the above instructions for strict compliance. **Henceforth, All the General Inspections reports shall be put-up as per the procedure stated above.**

GGM (Inspection)

Copy to:-

1. All Regional Managers/HODs for strict compliance.
2. SPA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers.) for information please.
3. GGM (MIS) for uploading the copy on the CWC Website.