



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-MIS/161/2020-MIS

Dated 23<sup>rd</sup> July' 2021

Sub.-: **Routine inspection of the Laptops/ PCs/ AIOs issued at CO...reg.**

1. Laptops/ PCs/ AIOs have been issued to the officials at CO for day to day working.
2. It has come to notice that, various old PCs are being used by the officials which hampers the output of the concerned officials besides, leads to information/ data security issue. Moreover, the certification process for ISO 27001 (Information Security) is in pipeline wherein it is imperative to have secured PCs/ Laptops in the Corporate Office.
3. It has also come to notice that the laptops issued to the Group B/ Group C/ Outsourced officials at Corporate Office are not being used by them in office rather they are using PCs in the office & laptops stays un-used at their home.
4. In light of above, MIS Division shall be undertaking a routine inspection w.e.f 26.07.2021 to 30.07.2021, wherein :-
  - a) The AGM & above officials shall ensure to hand over the redundant PC, if any, with them as AIOs have already been issued to them.
  - b) The AGM & above officials shall allow to let MIS Division to install DLP system in the AIOs/ PCs/ Laptops being used in their Division.
  - c) The Officials who have taken laptop from Corporate Office, shall ensure to hand-over the PC, if any, being used by them to MIS Division.
  - d) The officials (under the policy for Group B/ Group C/ Group D & outsourced manpower) to whom the laptops have been issued shall be reporting to MIS Division {SAM (MIS) or JS (MIS)} latest by 28.07.2021 along with the laptops thereby allowing MIS Division to inspect the laptops, failing which, MIS Division shall take over the laptops from them and necessary administrative actions shall be initiated.

**Group General Manager (System & Personnel)**

**Distribution to:-**

1. All HoDs, CO CWC. for compliance please and bringing the content to knowledge of all officials posted in the respective Division..

**Copy to, for information please.**

1. PPS to Chairman/ PS to MD/ PS to DIR (P)/ PS to DIR (MCP)/ PS to CVO.
2. Guard File, MIS Division/ Notice Board.

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