



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/WO-Genl./2020-21/

Date: 06.05.2020

To,

Regional Manager,
Central Warehousing Corporation,
Regional Office, Ahmedabad / Bangalore / Bhopal / Chandigarh / Chennai / Delhi /
Guwahati / Hyderabad / Jaipur / Kochi / Kolkata / Lucknow / Mumbai / Patna

Sub : Providing Digitally Signed Invoices/ Bills generated from WMS to the Depositors...reg

CWC has been providing uninterrupted services to its depositors despite the lockdown restrictions due to COVID-19 pandemic and our field staff have been rendering service to the customers with utmost dedication being a part of essential services . At the same time CWC being a commercial organization, we all need to understand the importance of timely raising of bills followed by realizing the payments from the depositors in lieu of the services rendered so as to be able to meet our day to day administrative and operational expenditure.

In order to achieve the same, the IT infrastructure of the corporation is being harnessed to the maximum potential by utilizing tools such as WMS, E-office, Tally, CAMS, etc., however, there have been some delays with regard to submission of signed hardcopy of bills to our depositors on account of postal/courier and other delays. One of the ways to overcome such issues will be to generate digitally signed invoices/bills through WMS itself and submission to depositors through mail. This will require our WMS vendor to develop an API which will facilitate configuration of Digital Signature Certificate (DSC) to ensure that the bills generated through WMS are digitally signed.

Since, the development of API through vendor will take some time, it is hereby advised that all Regional Managers may in the mean time procure and make available Digital Signature Certificates (DSC) from eMudhra to all the Warehouse Managers in their region on priority basis. The invoices/bills generated through WMS must be downloaded in pdf form (Through Save as PDF option under the Print menu) and then digitally signed using *Acrobat Reader DC* and DSC (*the procedure for digitally signing the PDF bills is enclosed*) and sent to the depositors and all others concerned through Official Email for early processing. There would be no need to physically submit the manually signed bills through post /Courier in case Digitally signed bills are submitted to the Depositors. It may be noted that once the Digitally Signed Invoices/Bills are submitted to the depositors through email there shall be no changes permitted in the invoices under any circumstance. Hence WM must take abundant care to ensure the correctness of the invoices/bills generated before digitally signing and sending them to depositors by mail.

All the Regional Managers are therefore advised to take necessary action and submit an ATR in this regard.

(Samuel Praveen Kumar)
General Manager (Commercial)

Copy to:

1. The Sr.PA to MD, CWC, CO, New Delhi – for kind information
2. GGM(Systems), CWC, CO, New Delhi – With a request to kindly expedite the process of API development for generating Digitally signed invoices/bills through WMS itself with the vendor on priority .
3. GGM(Finance), CWC, CO, New Delhi- for information please.

नि.का.: 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज खास, नई दिल्ली-110016, फोन: 011-26566107

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