



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/19/2020-O/o HoD (MIS)

Date: 13.05.2021

CIRCULAR

Subject : Leveraging Single e-File System (SeFS) through e-Office...reg.

Reference:

- a) Circular No. CWC CO-MIS/19/2020-O/o HoD (MIS) dated 24.08.2020 on Single File System and Rollout of e- Office at Warehouse level.
- b) Circular No. CWC CO-MIS/19/2020-O/o HoD(MIS) Date: 25-08-2020 vide which Clarification on Standard Operating Procedure (SoP) for adopting Single File System.
- c) Point no. (j) of Circular No. CWC CO-MIS/81/2021-MIS Dated 2nd May'2021 vide which SoP for Work From Home was issued.

1. Apropos, Corporation is leveraging e-Office at CO, all ROs and Warehouses. Usage of e-Office has resulted in un-interrupted working during nation-wide lockdown and has lowered the dwell time of processing the files & documents.
2. In order to further reduce the dwell time, curtail the duplicity of work & to enhance the output of the e-Office users, SeFS was introduced in the Corporation wherein complete e-file could be sent from WH to RO, RO to CO & vice-versa.
3. However, leveraging SeFS requires judicious decision by office holders to ensure the record keeping in the concerned office. As such, few of the instances/ sample movements of complete e-File are depicted at Annexure-I, which may be perused for leveraging SeFS.
4. This draft circular is circulated to solicit the suggestions, if any, for adoption and improvement of SeFS and thereafter, upon finalization and approval by C.A., SoP shall be issued. Suggestions, may be submitted latest by 17.05.2021 through eOffice to GGM (System) or to Sh. Lakshay Sharma, SAM, MIS Division.

Enclosed: As above

GGM(System & Personnel)

Distribution to :-

1. All HoDs, CO, CWC.
2. All Regional Managers, CWC.

Copy to, for information please :-

1. PS to MD, PS to DIR (P), PS to DIR (MCP), PS to CVO, CO, CWC.
2. Guard File

S.No.	Dealing subject on the file	Proposed for SeFS	Suggested Movement of file
1.	File initiated for approval of Financial Quote to be submitted in tender.	Yes	<ol style="list-style-type: none"> 1. The initiator, for eg.: - WHM, shall forward the complete e-file to the Regional Manager/ Head of section at RO. 2. Post the recommendation of RM/ Sectional Head, the file shall be forwarded having a self-contained note to the concerned HoD at CO 3. The concerned Division, as the case may be, shall process for the approval/rejection. For e.g. in case, a proposal requires the approval by MD, the proposal shall be put up to MD by concerned Division through Director. 4. Upon approval, CA (MD/DIR/HoD) may send the file directly to the concerned official who requires the approval.
2.	Matters pertaining to rate revision/ special discounts/ or any matter for which record keeping is required. by the concerned dealing official	Yes	<ol style="list-style-type: none"> 1. The initiator, for e.g.: - WHM, may send the complete e-file to the Regional Manager/ Head of section at RO. 2. Post the recommendation of RM/ Sectional Head, the file shall be forwarded having a self-contained note to the concerned HoD at CO. 3. The concerned Division, as the case may be, shall process for the approval/rejection. For e.g. in case, a proposal requires the approval by MD, the proposal shall be put up to MD by concerned Division through Director. 4. <u>Upon approval, C.A. (MD/ DIR/ HoD/ Sectional Head etc) shall be required to send back the file through same route</u> in order to allow the concerned dealing assistant/ HoD to get the information about the decision taken by CA and shall retain the same (all files sent by the users can be accessed through “Sent” tab in files) before sending the e-File to the concerned RO. <p>For eg:-</p> <ol style="list-style-type: none"> a) If any proposal is sent by WHM regarding any software to the RO. b) Regional Office along with its recommendation has to forward the same to GGM (System). c) GGM (System), with remarks, may forward the file to dealing assistant for processing. d) Dealing assistant shall put up the file for the approval of MD via GGM (System) and concerned DIR, as per the DoP. e) If approved, MD shall be required to send the file back to DIR, DIR shall be required to send the file to GGM (System), GGM (System) shall send the file to dealing assistant & Dealing assistant may then send the file back to the concerned Regional Manager. f) Similarly, Regional Manager shall be required to route the file to all the concerned officials in RO who needs to retain the decision for record keeping. g) Thereafter, the dealing assistant at RO may forward the file to the concerned WHM.
3.	Matters pertaining to RTI/ Vigilance cases/ other sensitive matters.	Decision to be taken by HoD/ RM.	e-Files related to RTI / Vigilance related cases or other sensitive matters, which may not be required to bring in the notice of others in hierarchy, the movement of such e-Files using SeFS may judiciously decided by the RM(s)/ HoD(s) in CO