



केन्द्रीय भण्डारण निगम

(उपक्रम का सरकार भारत)

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: 15.09.2020

The Regional Manager

Central Warehousing Corporation,

Ahmadabad/ Bangalore/ Bhopal/ Chandigarh/ Chennai/ Delhi/ Guwahati/ Hyderabad/ Jaipur/
Kochi/Kolkata/ Lucknow/ Mumbai/ Patna.

Sub.: - Implementation of e-Office at warehouse level...reg.

Ref: 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.

1. In order to handle all types of communications (files/daks) in a single paperless platform, the Corporation has implemented e-office at Corporate Office and ROs since 25th March'2020 onwards. Further, it has already been implemented at central warehouses of RO Jaipur and RO Guwahati, during Aug'2020.
2. e-Office implementation at warehouses of remaining Ros, as communicated vide above reference is under progress. It is likely to be completed before 30th September'2020. In nutshell, CO, ROs and all central warehouses of the corporation would be connected with e-office and CWC as a whole shall be ready for online usage w.e.f. 01.10.2020.
3. It is noticed that some RMs are not aware of this development of rollout of e-Office in their warehouses. Regional Managers are advised to take positive note of this development and ensure its usage in central warehouses w.e.f. 01.10.2020.
4. Regional Managers are also advised to stop the physical paper movement from Central Warehouses to ROs and vice versa, instead the documents should be scanned and sent through e-Office. Post implementation of e-Office, all official correspondence within Corporation should be made through e-office only.
5. Efforts are being made to provide DSCs for all warehouse level users during September-2020. However, non-availability of DSC, should not be a reason for not using e-Office, as e-office can be used even without DSC.
6. Issued for strict compliance. The content of this letter may be brought to the notice of all concerned.

Director (F)

Copy for information please:

1. Sr. PA to MD, CWC, New Delhi.
2. SAM to Director (Finance), Sr. PA to D(P), CWC, New Delhi.
3. PS to CVO, CWC, New Delhi