



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: 25-08-2020

**CIRCULAR**

Sub: **Clarification on Standard Operating Procedure (SoP) for adopting Single File System through e-Office**

Ref.: (i) Circular No. CWC/MIS/E-Office/2019-20/23018, Dated: 21.03.2020.  
(ii) Circular No. CWC CO-MIS/19/2020-O/o HoD(MIS), Dated: 24-08-2020.

1. Apropos, at above reference no. (i), wherein SoP to use e-Office was issued and accordingly, it was mandated that “Only letter/ proposal/ circular/ guidelines etc. to be send to RO/CO and not the complete e-File i.e. the complete e-File, not to be sent from CO to RO(s) or RO(s) to CO or RO(s) to RO(s).”
2. However, with the introduction of “Single File System” the SoP for which has been issued vide above mentioned reference no. (ii), the whole e-Files can now be sent from RO(s) to CO or from Warehouse(s) to RO(s) etc.
3. Thus, the instructions issued vide reference (i) or any other instructions/ training sessions/ guidelines/ video tutorials, for not sending the whole e-File from RO(s) to CO or CO to RO(s) or Warehouse(s) to RO(s) shall stand null and void, with immediate effect.
4. All other instructions, issued vide reference (i), shall remain valid.

**Sr. Asstt. Manager (MIS)**  
**For, Group General Manager (System)**

**Distribution to:** - All e-Office users.

**Copy to:** -

1. PS to MD, DIR (F), DIR (P), CVO, CO, CWC, for information please.
2. GGM (System), for information please.
2. Guard File.