



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

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To,

The Regional Manager,
Central Warehousing Corporation,
Regional Office- Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh,
Chennai, Guwahati, Hyderabad, Jaipur, Kochi, Kolkata, Lucknow, Mumbai,
Panchkula, Patna, Raipur.

Sub: Guidelines for working in Depot. On-line System (DOS) at CWC Warehouses.

Sir,

As we all know that CWC has decided to implement the Depot On-line System (DOS) in CWC warehouses where FCI stock is stored. The software Application (DOS) has been developed by FCI as per their SOP(s) with the provision of real time data capturing of all the storage, procurement, movement etc. functions along with integration of mandis. The FCI is giving this Software Application to CWC for use in CWC warehouses without any charges and the hardware required for the purpose has to be arranged by CWC from its resources. CWC hired the services of M/s Ricoh, "the System Integrator (SI)" who was already providing the services to FCI for supply and installation of Hardware. The SI is also responsible for Roll Out of DOS in CWC warehouses by deploying hand holding team for 14 days at each warehouse.

On viewing the Software Application, which is being used by FCI, it is noticed that some changes/deviation or minor tweaking as per the SOP(s) of CWC in the Software Application are required, hence a committee was constituted to zeroed down the feasible changes and discuss with FCI officials along with all the stake holders to carry out such changes in the Application. The Committee had a series of discussion with FCI and zeroed down the feasible changes in the Application. The committee was told by FCI and Software Development Team that the deployment of suggested changes in the application will take time, hence it is decided that the DOS shall be rolled out in CWC in two phases.

In 1st phase, the roll out shall be done with feasible workaround in the present form of DOS Software and subsequent 2nd phase roll out shall be undertaken after carrying out of feasible changes in the DOS Software. It is also decided that the 1st phase roll out shall be under taken and educated to the end users by deploying hand holding staff by the SI and subsequent training program may be arranged by SI for 2nd phase roll out at RO/CO level as per requisition from concerned Regional Offices.

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The Guidelines for 1st phase of Roll Out of DOS in CWC is as under:

- 1) **Connecting/Log-in to the DOS Application:** CWC has given a link on the CWC website i.e. www.cewacor.nic.in at the left side of the bottom of the website page. By clicking to the above mentioned link at website page, the user also will reach the home page of the DOS application. The following URL(s) may also be used for log-in the DOS application.
 - i) fcidepotonline.gov.in
 - ii) depotonline.gov.in
- 2) **Creation of User ID and Password:** It is decided that one or two officials of Regional Office (s) as nominated by the respective Regional Manager shall be the Application Administrator (s) of DOS who may create or deactivate User ID and Password of **WHM (s) (Warehouse Manager)** and warehouse officials (**Role based which may be single or multiple as per requirement**) for working in DOS of respective Region. Initial roles shall be created by M/s Ricoh at the time provisioning of Static and Dynamic data of a warehouse in DOS and will share with Nodal Officers of concerned Regional Office.

It is also decided that the Application Administrator shall also create the User ID and Password of FCI Officials both from Depot and Quality side deputed by FCI for warehouse on the request of concerned WHM of respective Region **as both FCI and CWC has to enter respective data in DOS.**
- 3) **Token Management:** The Token Management in the DOS application can be managed both at FCI level and CWC level which shall be educated to CWC officials by the **Hand Holding Staff (HHS)** deployed by the SI in warehouses.
- 4) **Gate Management:** The gate management in the DOS application is the duty of CWC, hence is to be managed by CWC officials through their Log-in ID which shall be educated to CWC officials by the HHS deployed by SI in CWC warehouses.
- 5) **Weighbridge and weighment:** The weighment at the weighbridge and test check weighment (10% weighment of the stock) of the stock both at the time of receipt and issue shall be done by CWC officials from their Log-in ID. The procedure of conducting weighment on-line shall be educated to CWC staff by HHS deployed by SI in warehouses.

The electronic weighbridge installed in warehouses and the API of the same is available with M/s Ricoh shall be integrated with DOS and shall be captured in DOS directly. The weighbridge installed in warehouses, whose API is not available and the weighment is done at outside weighbridge, the weighment data shall be punched in DOS manually.

The CWC official shall take date wise printout of the weighed stock for authorization of FCI as being practiced in CWC presently.
- 6) **Movement of stock by Rail/Road:** CWC has no role of movement plan of FCI stock from CWC warehouse, hence the relevant data shall be updated by FCI Depot staff from their Log-in ID, so created by the Application Administrator of CWC.

- 7) **Store:** The empty gunnies and Chemical for use in FCI stock shall be managed by CWC officials through Log-in ID, which shall be educated to CWC official by HHS deployed by SI.
As such the chemical supplied to the warehouses for use at the stock of all depositors while DOS is only for FCI Stock, hence the chemical for use at FCI stock and other party(s) should be bifurcated and kept separately. The Chemical demarcated for FCI shall be updated in DOS as the DOS has the provision of calculation of dosages of chemical required for disinfection.
- 8) **Stack Management:** Stack management in CWC warehouses is the sole responsibility of CWC, hence all the functions of stack management in DOS shall be done by CWC officials from their Log-in ID. The HHS shall educate the CWC staff in warehouses.
- 9) **Internal Movement:** Internal Movement in CWC warehouses is the sole responsibility of CWC, hence all the functions of internal movement in DOS shall be done by CWC officials from their Log-in ID. The HHS shall educate the CWC staff in warehouses.
- 10) **Shed/Godown Management:** Shed/Godown management in CWC warehouses is the sole responsibility of CWC, hence all the functions of shed/godown management in DOS shall be done by CWC officials from their Log-in ID. The HHS shall educate the CWC staff in warehouses.
- 11) **Labour Management:** As such in most of the warehouses the labour deployed by FCI for loading/unloading and stacking of stock, hence FCI shall update all labour related entries in DOS from their User ID. **In case, the CWC is having the H&T contract for FCI stock, the WHM shall provide the details to FCI Depot staff in written for updating in DOS.**
- 12) **Depot Management:** Basically the functions mentioned in Depot management relates to the FCI except Edit Loading, Edit Stacking, PV and update Register, etc. related to storage hence CWC WHM may update above mentioned functions of Depot Management from its Log-in ID and rest are to be managed by FCI Officials from their Log-in ID, which shall be educated by HHS deployed by SI.
- 13) **Administration:** All the functions of Administration shall be managed by WHM from its Log-In ID which shall be educated by HHS deployed by SI.
- 14) **Priority Listing:** This function relates to FCI, hence has to updated by FCI from their Log-in ID, however, the WHM may request on-line for override from its Log-in ID, which shall be educated by HHS deployed by SI.
- 15) **Reports:** FCI and the DOS software development team accepted the request of CWC for incorporation of CWC name & logo in all kind of reports and registers in DOS. As informed, the same may be deployed in DOS shortly.
- 16) **Quality:** The Discussion related to the provisioning of quality parameters and transferring of weighted average of moisture content into stack both at the time of receipt and killing of stack is under way with FCI. However, the following points have been accepted by FCI:
- i) Addition of some quality parameters as SOP(s) of CWC and updated in DOS.

- ii) Inclusion of "Category" of stock, which shall be updated in DOS shortly.
- iii) Provisioning of on-line updating of quality parameters of Stock and subsequent authorization has been partially agreed.
- iv) **FCI official from Quality side shall punch the quality parameters along with Moisture Content in DOS and take the print out for endorsement of CWC official. In case of differences CWC may note its observation(s) on printed document for further action. This matter is under discussion/examination and shall be communicated to all concerned upon finalization.**

17) Preservation: The preservation relates to CWC, hence all the activity e.g. fortnightly inspection. Prophylactic/Curative treatment etc. shall be undertaken by CWC official from their User ID in DOS. The HHS deployed by SI shall educate the CWC officials for working in DOS.

The above mentioned functions in DOS has to be undertaken on-line as per designated roles of CWC Officials and FCI Officials for 1st phase roll out. Few of the operations are still under discussion with FCI and shall be communicated on finalization.

However, till stabilization of DOS in CWC, the parallel manual records should be maintained as per the present practice of CWC as being done in FCI.

The User Manual and Videos are available at the DOS application for the help of the users.

There is a provision of "HELPDESK" maintained by M/s Ricoh for any issue or query in DOS operation along with hardware related issue. The helpdesk numbers are as under:

011-42587000

The guidelines should be circulated to all warehouses designated for DOS Roll Out.



A.M. Rao

General Manager(System)

Copy to:

- 1) The ED(IT), Food Corporation of India, with the request to circulate the guidelines on the above lines to FCI staff, assigned the duty at CWC warehouses.
- 2) PPS to MD, CWC, CO, New Delhi for information please.
- 3) AM to Director(Fin.), CWC, CO, New Delhi for information please.
- 4) SAM to Director (Pers.), CWC, CO, New Delhi for information please.
- 5) Sr.PA. to Director(MCP), CWC, CO, New Delhi for information please.
- 6) All Divisional Head (s), CWC, CO, New Delhi for information and n/action pl.
- 7) Mr. Rakesh Rathi, COO, M/s Ricoh India Ltd., 2nd Floor, Salcon Aurum Building, Plot No. 4, District Centre, Jasola, New Delhi 110025
- 8) CWC Website.