



# 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/30/2020-MIS/

Date: 29-06-2020

## CIRCULAR

### Sub.: Issuance of Webcam to all the Warehouse Managers...reg.

1. Amid the COVID-19 widespread, it is recommended to maintain social distancing and limit down the unnecessary outdoor movements. Accordingly, Corporation is leveraging various IT tools viz e-Office, WMS, HRMS, Video Conferencing, BTS etc for encouraging the paperless movement, reducing the outdoor movements to reduce the risk of spreading of COVID-19.
2. In order to further limit down the movement, Corporation is planning to extend the regular Video Conferencing with Warehouses for review/ training/ inquiry by Vigilance Division etc.
3. In view of above, all the Warehouse Managers, **who are not having laptops at the Warehouses**, to procure Webcam (HD quality integrated with a MIC fixed) and external speakers and get the same installed on the PC at the Warehouse.
4. The Warehouse Managers may purchase the USB HD webcam with integrated MIC (Logitech, Quantum, iBall, Zebronics) **from the imprest amount** and get the same installed as early as possible, which may cost approx. Rs 5,000/- (Inclusive of all taxes) (Source of price: GeM, Amazon, Flipkart).
5. The Regional Managers to bring the content of this Circular to the notice of all the Warehouse Managers and may also ensure the compliance of this Circular.

This issues with the approval of Competent Authority.

**Group General Manager (System)**

**Distribution to:-** All RMs, CWC, with a request to circulate this among all WHMs.

**Copy to:-**

1. Sr. PA to MD, SAM to DIR (F), for information please.
2. CVO, for information please.
3. Guard File, MIS Division.
4. JS (MIS) for arranging the upload of this Circular on website.