



# 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/MIS-WMS(Rollout)/2017-18

Date: 14-08-2020

The Regional Manager,  
Central Warehousing Corporation,  
Regional Office,  
Ahmadabad/ Bangalore/ Bhopal/ Chandigarh/ Chennai/ Delhi/ Guwahati/ Hyderabad/ Jaipur/  
Kochi/ Kolkata/ Lucknow/ Mumbai/ Patna.

**Subject: User account in Warehouse Management System (WMS).**

1. WMS is a role-based application, where each employee at Warehouse, RO and CO are assigned specific roles to operate/use WMS. The accesses to various features of WMS are controlled through the roles and privileges that are assigned to the users. Audit logs are maintained in WMS capturing details like user ID, date & time stamp of login and the operations.
2. Our recent examination of a report on the login details of Warehouses, Regional Offices and Corporate Offices, for the past 4 months, reveals that most of the warehouses are using the warehouse managers ID to do transactions and no individual ID have been created for rest of warehouse staff. This is not recommended as any discrepancy found in the transaction will be attributed solely to the warehouse manager.
3. Warehouse Managers and Regional Managers have been empowered in WMS to create employee's user ID and assign role for their staff on need basis. More than 1500 users can be created in WMS, whereas only around 580 users have been created so far.
4. As per security policy and best practices, Warehouse Managers and Regional Managers are immediately advised to create individual ID and assign roles and request the staff to perform transaction using their individual ID and not through warehouse manager ID.
5. Any employee found sharing his ID and password with other employees to do transactions, will be solely held responsible and appropriate disciplinary action will be initiated in case the same is noticed or any discrepancies or manipulation of data is observed through the Audit log of WMS.

The content of this letter should be brought to the notice of all concerned officials.

Group General Manager (System)

Copy for information please:

1. HoDs, CO, CWC, NewDelhi
2. Sr. PA to MD, CWC, NewDelhi.
3. SAM (G) to Director (Finance), CWC, NewDelhi.