Dated: 27.5.2020

All Regional Managers,
Central Warehousing Corporation,

SUB: Misuse of name of CWC for doing PCS work and Collection of Cash Payment by CWC Staff/Hired Employees in the name of CWC for PCS Work

      A case has come to light, in which one of our tech staff did a PCS work in certain Govt. residential accommodation without a valid work order and collected money in cash which was not deposited for over a month unless reported by a very senior officer. The individual did not wear proper authorized/instituted uniform of CWC and carried out very low-quality work. This indiscipline was complained by one of the MDs staying in the above accommodation, to our MD.

      Such an act by a Govt. servant in the name of CWC is neither permitted nor acceptable. With the above act not only the Govt servant risked his own job but also showed CWC in bad light. In view of the above, please ensure the following:

1. The complete staff of CWC working/ supervising must wear authorized uniform and carry an authorized ID.
2. Any staff/ labor, working on behalf of CWC must also wear the designated dress and carry a suitable ID and work order/ authorization.
3. Ensure that any staff which goes for Pest Control Work on behalf of CWC carries a proper work order and does not collect cash for the services offered.
4. The record of all the work done needs to be logged/ recorded suitably same day.
5. PCS i/c and tech head must carry regular checks and surprise checks to this effect regularly.
6. Institute any other measures suitably to ensure that there is no pilferage of chemicals, equipment and money, and interests and name of CWC are protected at all times.

      Kindly improve your system to plug the loopholes and educate your technical staff suitably. A report to this effect shall be submitted to the undersigned by 30th May 2020, duly signed by the RM, about the above points having being implemented.

Group General Manager (T)

Copy to-
MD- for info please
GGM(MIS)- for posting on technical tab on CWC web