



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/Tech. Div./Circulars/2020-21

Dated - :24/05/2020

All Regional Managers

Sub: Genuineness of outsourced staff working for Pest Control Services, in high security / sensitive areas on behalf of CWC.

In the wake of Covid-19 Pandemic, the works related to corona virus disinfection, including the regular Pest Control Services have increased manifold. Post opening of lockdown, these works would further increase, as per the GoI guidelines for disinfection @ daily to twice a week. Whereas, CWC's manpower being limited for supervision works, regions have hired required MTS from the outsourcing agency as per the extant SOP. These MTS may be 100s in nos. and working at high security & sensitive locations, like, Airports, Ministries and other important government offices. Accordingly, following precautions should be taken and ensured on daily basis:

- (i) Check the health of all CWC and outsourced MTS working in any outside offices, particularly, Airports, Ministries and other important government offices. Anyone having symptoms of high temperature / fever and flu/Corona virus should not be deployed for disinfection/ PCS services. To this effect, a **daily date-wise log** of all CWC and outsourced staff (by name) should be maintained, with details like, ID no., CWC / Name of outsourcing Agency, Name, Contact address, Mob no., Symptoms (Fever, Flu, Corona, / Daily Temperature as per thermal scanner),
- (ii) Outsourcing agency should be sensitized in writing that the MTS would be deployed in the high security / sensitive area. They should issue ID card. They should submit a copy of complete biodata / CV of the MTS staff, their police verification, ID proof, Aadhaar Card, PAN (if available), police clearance (if required), Mobile No. present / permanent residential contact address, Next to Kin (NOK) contact details, etc.
- (iii) Technical head / Warehouse manager (controlling & deploying the MTS) should ensure above with due diligence. Necessary pass should be got issued from the relevant authority, like, in case of Airports, Ministries, etc
- (iv) At times, the contractor may be ensuring clearances and on certain occasions, CWC is getting the same done, to save time. But, details of complete outsourced staff, working at various establishments, must be held with the RO at all times.
- (v) Escalation matrix with details must be known to the worker i.e. Immediate Supervisor → PCS Cell Incharge / WHM Name → Technical Head of Region → RM.
- (vi) It will be great, if their GPS location is compulsorily made on, for tracking their movements and verifying their duty hours at the deployed office / location, with the help of outsourcing agency.



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Crux of the aforesaid matter is that person(s) of doubtful background and having symptoms of corona, flu & fever, should not be deployed in the CWC's or other Govt. establishments for PCS or Corona disinfection works, particularly in high security zone / area, like, Airports, Ministries, etc

Group General Manger (Technical)

Copy to:

- (i) GGM MIS is requested to help and guide writ (vi) above and posting on the technical tab of CWC website
- (ii) GM(P) is requested to review existing SOP for hiring of staff through Outsourcing agency and issue the revised SOP in the present context, early to avoid any legal complications as well as guide all RMs
- (iii) APS to MD and Dir(P) for kind information.