

VIGILANCE DIVISION

CWC/XIII-13/89/97/AV/934

Date: 04.06.2014

CIRCULAR

The list of **sensitive posts** circulated vide office circular of even No. 2015 dt. 20.12.2001 has further been reviewed and a revised list of sensitive posts in supersession to circular dt. 20.12.2001 is given below to ensure rotation of staff in such posts every **three years**.

2. REVISED LIST OF SENSITIVE POSTS

S.No	Area	Sensitive posts
I	CORPORATE OFFICE Co-ordination & control of activities of Commercial, Technical/ Personnel Division etc.	General Managers of concerned Divisions
	Personnel Division Incharge of Personnel Division Posting/Settlement/Leave Encashment/Advances	GM (Pers) / DGM (Pers) SAM/Manager/AGM (Head of Establishment Section)
II	Commercial Division	
	Work related to Domestic/Custom Bonded Business, Storage of foodgrains, Storage/transit losses, disposal of time barred bonds etc.	GM / DGM (Commercial)
	H&T Section	SAM/Managaer/AGM (Head of H&T Section)
	Hiring / dehiring of godown	GM/DGM/AGM to exercise DGM power (Regional Managers fully empowered as per circular No. CWC/XVI-2/DOP/Genl./Rectt dated 1.1.2013)
	ICD/CFS, Custom Bond B.D., W.O. Cells	SAM/Manager/AGM (Head of Custom Bond and Costing Cell)
III	Project Division	GM / DGM (Project) AGM / Manager (Project)
IV	Incharge of B&C and Corporation Division	Secretary
V	Incharge of Inspection and Publicity etc.	GM / DGM
VI	Purchase Division	GM / DGM (Purchase)
	Purchase Section	Manager / EE / SAM (Pur.)
VII	Engineering Division	
	Incharge of Engineering Division	CE / Head of Engineering Division
	Processing Modification and Award of Contracts, Construction etc.	SEs/EEs
VIII	Finance Division	
	Incharge of Finance Division	Two GMs (Finance)
	Fixation of tariff, Scrutiny of H&T Tenders, Works Tenders, Store Contracts, Investment of Funds/Surplus Funds etc.	SAM (A/Cs)/Manager/AGM/ DGM/GM (A/Cs)
	Processing of 3 rd party bills	SAM(A/Cs)/Manager (A/C/s)/AGM (A/cs) (Head of concerned Section in Finance Division)

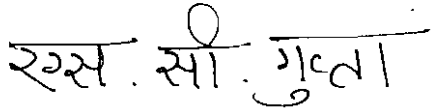
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IX	Vigilance Division	DGM / AGM/Managers/ EE and SAMs
IX	Regional Offices	
	Incharge of RO	Regional Manager
	Transfer/posting	AM/SAM/Manager (Head of Estt. Section)
	Purchase of stationery / Printing, Processing of tender and Award of contract	AM/SAM/Manager/AGM (Head of Pur. Section) AM (A/Cs) for processing of H&T Bills 3 rd Party payment and fixation of tariff
X	Warehouse / Field Units	
	CFS/ICD/Bonded Warehouse	Incharge of the Unit/ Shed / godown Incharge
	General Warehouse / Base Depot	Incharge of the warehouse / Shed / godown Incharge
	Management warehouse	Incharge of the Unit
XI	Construction Cell	
	Processing of tender documents & award of Contract, Site Incharges	EE/SE (Head of CC)
	Processing of Payment against Construction / repair maintenance	Accountant /AM (A/cs)/SAM (A/cs) (Incharge of Finance Section, Works Tender Purchase Tenders and 3 rd party claims)

3. The posts other than as mentioned in Para 2(Revised List of Sensitive Posts) are to be treated as Non-sensitive and rotation of staff in such posts will be every five years.

4. This is brought to the notice of all concerned for information and necessary action.

This has approval of the Managing Director.


 (S.C. Gupta)
 Dy. General Manager


1. All Head of Divisions, CWC, CO, New Delhi.

2. All RMs/SE & EEs of CC Incharge

Copy to:

1. PPS to Chairman/MD, PS to Director (Pers.), PA to Director (MCP), PS to Director (Finance), PS to CVO, CWC, CO, New Delhi.

✓ 2. GM (MIS), CWC, CO, New Delhi - with the request to upload the contents on the website of CWC.


 5/6/2014
