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Azadi Ka
Amrit Mahotsav



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/Engg./2023-24/

Date :12.01.2024

Memorandum

Sub: SoP for intimation for obtaining the Insurance of building properties of corporation by Engineers in Corporation

The Format for intimation to Insurance of building properties of corporation is enclosed in Annexure-I.

The responsibility and Procedure for intimation of the cost /details of buildings to Insurance section Corporate Office shall be as below.

- (1) Upon virtual completion of the building and upon handing over it for Operations, 2nd level test check Engineer of project ie EE/SE (irrespective of posting at Co/RO) shall work out
 - a) the area of construction and
 - b) (b) cost of construction
 - c) (c) Estimated cost of reinstatement.
- (2) Upon confirmation of this cost from 2nd level test Check Engineer of Project, HOE of the Region where the construction has been completed and handed over, shall intimate to Chief Engineer with Copy of Information to GM Finance and Regional Manager, filling the details of the information as mentioned in Format through E receipt in E office within one working day of date of handing over/taking over.
- (3) In case of old construction, HOE shall work out the details, area, and cost of reinstatement of each of building constructed in the Regions for insurance purpose. He will submit this information in compiled up to 30th January of each calendar year.
- (4) Upon Receipt of the Information from HOE (insurance of new or old construction as the case may be), concerned Engineer at CO, who is looking after the Construction / upgradation works in the concerned region , shall intimate to insurance section through e office within one working day.
He will keep the information of all such construction/buildings which are already covered or to be covered under insurance in the respective region.

Name of the engineer at CO who is assigned the responsibility of the coordination with Engineering section of the Regions for Construction/upgradation works in the region and who will take care of the insurance of all properties of the corporation in the insurance is as per Table below.

- (5) SE, Looking after design and Costing, Sh. Rabin K Dora, shall work out and inform the method of calculation of reinstatement cost of each type of construction for sake of clarity of the Engineers at RO/CO.



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S. N.	Name of Region	Engg Coordinator
	North Region	
1	Chandigarh	Gopal Krishnan
2	Lucknow	Akash Garg
3	Delhi	Sudip Chakrabarty
	East Region	
4	Guwahati	Kunal Prabhakar
5	Kolkata	
6	Patna	
	South Region	
7	Bangalore	Abhi Kadiyan
8	Hyderabad	
9	Chennai	
10	Kochi	K R Dora
	West Region	
11	Mumbai	Sudip Chakrabarty
12	Ahmedabad	Nitin Maheshwari
13	Bhopal	
14	Jaipur	

The responsibility shall be fixed as per above SOP, in case of failure of intimation of Insurance and any loss to the corporation due to mishappening and no insurance.

(Roopendra Kumar Sharma)
Chief Engineer

Distribution To,

- (1) All Engineers at CO/RO
- (2) All Regional Managers
- (3) GM -Finance, Corporate Office
- (4) Insurance Section, Corporate Office
- (5) **GGM (MIS) with request to upload on Intra -Webpage of corporation / Engg Circulars**



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Intimation for Insurance of Building Properties of Corporation

Date:

Building / Godown Number	
Type of Construction (i) RCC framed with RCC Slab. (Or) (ii) Load bearing with RCC Slab (Or) (iii) Conventional Warehouse (Or) (iv) PEB (Steel framed) Warehouse (Or) (v) Low height shed	
Location (Central warehouse Name) & Address	
Name of Region	

Date of Completion/ Handing over for operations: -.....

S. No.	Component to be insured	Plinth Area (Sqft to be insured)	Approximate cost of construction/ Installation	Cost of Reinstatement in next one year	Remarks
1	Building (inclusive of flooring, roofing, cladding, electrical works, all internal installations, Mezzanine floor, all structural works finishing complete etc)				
2	Roads (paved / bituminous)				
3	Boundary wall				
4	Firefighting network (internal & External both)				
5	Refrigeration system works (CA-CS chambers)				
6	(Other components if any)				

(Name of HoE)

Designation

Information submitted to:

- (1) Chief Engineer – Corporate Office
- (2) GM Finance (Corporate Office)
- (3) Regional Manager

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016, Tel.Off-011-49857894

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