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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-FD/Ins.-Accounts Circular/22-23

Date:-30.06.2022

INSURANCE CIRCULAR NO. # 04

Sub: -Instructions with respect to proportionate premium “per month rate” to be considered for accounting of insurance expenditure in respect of General Stock, Custom Bonded Stock, Buildings with add-on terrorism cover (wherever taken) for the period 01st June, 2022 to 31st May, 2023

Ref.: (i) Accounting circular No.# 46 dated 03.08.2021 regarding accounting of expense on account of insurance premium paid/adjustment of advances, treatment of input tax credit/adjustment at the end of policy period

1. The contract in respect of stock, building & miscellaneous Policies has been awarded to M/s United India Insurance Company for the period 01.06.2022 to 31.05.2023. The insurer i.e. M/s United India Insurance Co. Ltd. has raised single GST invoice at CO GST Number 07AAACC1206D2ZH for the period 01.06.2022 to 31.05.2023 and the insurance premium has been paid in advance for the said period.
2. The Insurance Policies for the period 2022-23 have already been sent to all the Regional Offices vide email dated 27.06.2022 by Insurance cell, CO.
3. For accounting of insurance premium, all Regional Offices are advised to follow the CO circular No. 46 dated 03.08.2021 as mentioned at reference (i) above.
4. Insurance expenses are booked at the rate indicated below for every Rs. 1000 value of stock stored at Warehouses covered under the given floater policy:-

Policy No.	Stock Covered	Net Rate per Mille of Sum Insured	Rate per 1000 value of stock per month	Parallel Column no. of stock statement *Note- I
5003001122P102230888	General Stock at Warehouse under Earthquake Zone-I	1.575	0.1312	8
5003001122P102364711	General Stock at Warehouse under Earthquake Zone-II	1.272	0.1060	8

5003001122P102365223	General Stock at Warehouse under Earthquake Zone-III	1.0912	0.0909	8
5003001122P102366053	General Stock at Warehouse under Earthquake Zone-IV	0.999	0.0832	8
5003001122P102229460	Custom Bonded Stock under Earthquake Zone-I	1.575	0.1312	11
5003001122P102229631	Custom Bonded Stock under Earthquake Zone-II	1.272	0.1060	11
5003001122P102229689	Custom Bonded Stock under Earthquake Zone-III	1.0912	0.0909	11
5003001122P1022230334	Custom Bonded Stock under Earthquake Zone-IV	0.999	0.0832	11
5003001122P102333185	Standard Fire & Special Perils Policy for Warehouse Buildings with Add-on Cover for Earthquake under Earthquake Zone-I	1.4279	0.1189	As per the list of the Warehouse under EQ Zone attached with Policy
5003001122P102362898	Standard Fire & Special Perils Policy for Warehouse Buildings with Add-on Cover for Earthquake under Earthquake Zone-II	1.1554	0.0962	As per the list of the Warehouse under EQ Zone attached with Policy
5003001122P102362784	Standard Fire & Special Perils Policy for Warehouse Buildings with Add-on Cover for Earthquake under Earthquake Zone-III	0.9919	0.0826	As per the list of the Warehouse under EQ Zone attached with Policy
5003001122P102363041	Standard Fire & Special Perils Policy for Warehouse Buildings with Add-on Cover for Earthquake under Earthquake Zone-IV	0.9374	0.0781	As per the list of the Warehouse under EQ Zone attached with Policy
5003001122P102363703	All Stocks at ICP Petrapole (add-on terrorism cover)	1.55	0.1291	8+11

5003001122P102229832	General Stocks at CW Jorhat-I, Jorhat-II, Dimapur, Agartala(H), Agartala(CS) in North eastern states under Guwahati Region (add-on terrorism cover)	1.84646	0.1538	8
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***Note – I :** The format of Stock valuation statement is enclosed as **Annexure-III**, is to be referred. As and when the amount referred to in column 8 or/and 11, is multiplied with the per mile per month rate, the cost center wise (i.e. warehouse wise) amount shall be determined on the basis of which cost center wise insurance expenditure can be booked.

For example:

Policy no. 5003001122P102230888*

- a) Total value of general stock for all warehouses under Earthquake Zone-I in a state as per the monthly stock statement : Rs. 1,00,00,000/-
- b) Rate per Rs.1000 value of stock : Rs. 0.1312 per month
- c) Premium to be charged
For the month : $10000000 * 0.1312 / 1000 = \text{Rs. } 1312/-$

*premium to be calculated for each policy separately as per above example.

List of earthquake zone warehouse wise is attached as **Annexure-I** for information.

5. Further, for building policies, proportionate premium per month (total premium divided by 12), be booked as expenditure on the last day of the month by passing accounting entry as per Circular # 46 mentioned in reference (i) above. (List of all the warehouses with capacity were enclosed with the respective policy).
6. Further please refer letter No. CWC/FD-Insurance/Renewal/421/2017-18 dated 10.07.2017 & email dated 18.01.2021 (**Annexure-II**) and as per same, ROs are advised to take the policies in respect of Regional Office Building/Guest Houses/Residential Flats & Money policies at RO level only.
7. Accordingly, all Regional Offices are advised to circulate the insurance policies to the concerned WM/CFS/ICD/ICP/SAMO for their record.

(Amit Puri)
General Manager (F&A)

Distribution to:

1. All Regional Managers, RO, CWC.
2. All HODs, CWC, CO, New Delhi
3. GGM(Syst.), CWC, CO, New Delhi – with a request to place this circular on CWC's Website.

	WAREHOUSE	Earthquake Zone
RO	AHMEDABAD	
State	GUJARAT	
1	AHMEDABAD - I	Zone-III
2	ANAND	Zone-III
3	BARODA - I	Zone-III
4	BHAVNAGAR	Zone-III
5	GANDHIDHAM (Hired)	Zone-I
6	ISHANPUR	Zone-III
7	JAMNAGAR	Zone-II
8	JHAGADIA	Zone-III
9	KARACHIA	Zone-III
10	MALIYA HATINA (PEG)	Zone-III
11	MUNDRA	Zone-I
12	NADIAD	Zone-III
13	NADIAD (PEG)	Zone-III
14	PIPAVAV	Zone-III
15	Rajkot	Zone-III
16	Surat	Zone-III
17	Vadod (PEG)	Zone-III
18	VADOD	Zone-III
19	Gandhidham (Hired) [CCI]	Zone-I
20	Gondal CCI (Management)	Zone-III
21	CW - Jamnagar (Hired) (NAFED)	Zone-II
22	CW - Rajkot (Hired) NAFED*	Zone-III
STATE	CRT	
1	CFS Kandla Port	Zone-I
2	CFS MUNDRA	Zone-I
3	CFS PIPAVAV	Zone-III
4	ICD DASHRATH	Zone-III
5	ICD VALVADA	Zone-III
RO	BANGALORE	
State	KARNATAKA	
1	APMC YARD	Zone-IV
2	BELGAUM	Zone-IV
3	BIDAR	Zone-IV
4	CFS, WFD **	Zone-IV
5	DAVANGERE	Zone-IV
6	DHARWAD	Zone-IV
7	DODDABALLAPUR	Zone-IV
8	GADAG	Zone-IV
9	GADAG-II	Zone-IV
10	GULBARGA I	Zone-IV
11	GULBARGA II	Zone-IV
12	HUBLI II	Zone-IV
13	MANDYA	Zone-IV
14	MANGALORE	Zone-III
15	NARGUND	Zone-IV
16	PANAMBUR	Zone-III
17	RV Layout	Zone-IV
18	RAICHUR	Zone-IV
19	SEDAM	Zone-IV
20	SHIKARIPUR	Zone-IV
21	SHIMOGA I &II	Zone-IV
22	SOUNDATTI	Zone-IV
23	TUMKUR	Zone-IV
RO	BHOPAL	
State	MADHYA PRADESH	
1	BALAGHAT	Zone-IV
2	BHIND	Zone-IV

3	BHOPAL-I	Zone-IV
4	BHOPAL-II	Zone-IV
5	BURHANPUR	Zone-III
6	CHATTARPUR	Zone-IV
7	CHHINDWARA	Zone-III
8	GWALIOR	Zone-IV
9	INDORE-I	Zone-IV
10	INDORE-II	Zone-IV
11	INDORE-III	Zone-IV
12	INDORE-IV	Zone-IV
13	INDORE-V	Zone-IV
14	KATNI	Zone-III
15	KHANDWA-BD**	Zone-IV
16	MAKSI	Zone-IV
17	MALANPUR	Zone-IV
18	MORENA-I	Zone-IV
19	MORENA-II	Zone-IV
20	NARSINGHPUR.	Zone-III
21	PITHAMPUR	Zone-IV
22	SANWER.	Zone-IV
23	SHAHDOL	Zone-III
24	S.KALAN-I	Zone-IV
25	S.KALAN-II	Zone-IV
26	SOHAGPUR.	Zone-III
	Total:	
State	CHHATTISGARH	
1	Bhatapara-I	Zone-IV
2	BHATAPARA-II	Zone-IV
3	BILASPUR-I	Zone-IV
4	Bilaspur-II	Zone-IV
5	DHAMTARI	Zone-IV
6	RAIGARH-I	Zone-III
7	Raigarh-II	Zone-III
8	RAIPUR-I	Zone-IV
9	RAIPUR-III	Zone-IV
10	Raipur-IV	Zone-IV
RO	CHANDIGARH	
State	PUNJAB	
1	ABOHAR I	Zone-III
2	ABOHAR II	Zone-III
3	AJITWAL	Zone-III
4	AMRITSAR	Zone-II
5	BD-AMRITSAR	Zone-II
6	BATHINDA	Zone-III
7	BHOGPUR	Zone-II
8	CHANALON	Zone-II
9	FAZILKA	Zone-III
10	GARHSHANKAR	Zone-II
11	GURDASPUR	Zone-II
12	HOSHIARPUR	Zone-II
13	LUDHIANA	Zone-II
14	M.GOBINDGARH	Zone-II
15	MANSA	Zone-III
16	MOGA I	Zone-III
17	MOGA II	Zone-III
18	MOHALI	Zone-II
19	MUKTSAR	Zone-III
20	NABHA	Zone-III
21	BD-NABHA	Zone-III
22	BD-PATHANKOT	Zone-II
23	ROPAR	Zone-II

24	SIRHIND	Zone-II
State	UT CHANDIGARH	
1	CHANDIGARH	Zone-II
State	ICP Attari	
1	ICP-AMRITSAR	Zone-II
State	HARYANA	
1	Gurgaon	Zone-II
2	KUNDALI	Zone-II
3	ASSANDH	Zone-II
4	BARHI	Zone-II
5	BHIWANI	Zone-III
6	Ch.Dadri	Zone-III
7	FATEHABAD	Zone-III
8	GOHANA	Zone-II
9	Hisar	Zone-III
10	INDRI	Zone-II
11	Jagadhri	Zone-II
12	KAITHAL	Zone-III
13	KARNAL I	Zone-II
14	KARNAL-III	Zone-II
15	KURUKSHETRA	Zone-III
16	LADWA	Zone-III
17	MANDI ADAMPUR	Zone-III
18	NARAINGARH	Zone-II
19	NARWANA	Zone-III
20	ROHTAK	Zone-II
21	SIRSA	Zone-IV
22	SONEPAT	Zone-II
23	TOHANA	Zone-III
24	UKLANA	Zone-III
25	Bibipur	Zone-III
State	HIMACHAL PRADESH	
1	DEHRA	Zone-I
2	MANDI	Zone-I
3	SOLAN	Zone-II
RO	CHENNAI	
State	TAMIL NADU	
1	AMBATTUR	Zone-IV
2	CHIDAMBARAM	Zone-IV
3	CHROMEPET	Zone-IV
4	COIMBATORE	Zone-III
5	CUDDALORE	Zone-IV
6	ERODE	Zone-IV
7	HOSUR	Zone-IV
8	KUMBAKONAM	Zone-IV
9	MADHAVARAM-CFS	Zone-IV
10	MADURAI.	Zone-IV
11	MADURAI.II	Zone-IV
12	MANNARGUDI	Zone-IV
13	MOOLAPALAYAM	Zone-IV
14	NAGERCOIL	Zone-III
15	ROYAPURAM	Zone-IV
16	SINGANALLUR	Zone-III
17	THANJAVUR	Zone-IV
18	TUTICORIN-CFS	Zone-III
19	TRICHY	Zone-IV
20	UDUMALPET	Zone-III
21	VIRUDHUNAGAR	Zone-IV

22	VIRUGAMBAKKAM	Zone-IV
23	THIRUVOTTYUR-CTT	Zone-IV
24	MEPZ	Zone-IV
State	PUDUCHERY	
1	PUDUCHERY	Zone-IV
State	ANDAMAN & NICOB	
1	PORT BLAIR	Zone-I
RO	DELHI	
State	DELHI	
1	KIRTI NAGAR	Zone-II
2	NANGLOI	Zone-II
3	NARELA	Zone-II
4	OKHLA-I	Zone-II
5	OKHLA-II	Zone-II
6	Palam	Zone-II
7	P.P.G	Zone-II
8	R.P. Bagh	Zone-II
State	DELHI(NCR)	
1	ICD Loni	Zone-II
2	Noida-68	Zone-II
3	Sahibabad-I	Zone-II
4	Sahibabad-I I	Zone-II
5	NSEZ NOIDA	Zone-II
6	Surajpur	Zone-II
RO	GUWAHATI	
State	ASSAM	
1	AMINGAON	Zone-I
2	DHUBRI	Zone-I
3	MALIGAON	Zone-I
4	JORHAT-I	Zone-I
5	JORHAT-II	Zone-I
6	SORBHOG	Zone-I
7	FSD-NILAMBAZAR	Zone-I
8	FSD-JOGIGHOPA	Zone-I
9	AZARA OPEN YARD	Zone-I
10	FSD-LALA BAZAR	Zone-I
11	JONAI	Zone-I
State	NAGALAND	
1	DIMAPUR	Zone-I
State	TRIPURA	
1	AGARTALA	Zone-I
2	AGARTALA(CS)	Zone-I
3	CHANDRAPUR	Zone-I
State	MANIPUR	
1	FSD BISHNUPUR	Zone-I
2	KHABESAI	Zone-I
State	ARUNACHAL PRADESH	
	FSD-TEZU	Zone-1
RO	HYDERABAD	
State	ANDHRA PRADESH	
1	ADONI	Zone-IV
2	ANAKAPALLY	Zone-IV
3	ANANTHAPUR	Zone-III

4	CFS Vizag	Zone-IV
5	DUGGIRALA	Zone-IV
6	GUDIVADA	Zone-III
7	GUNTUR	Zone-IV
8	KADAPA	Zone-IV
9	KAIKALUR	Zone-III
10	KAKINADA	Zone-IV
11	MACHILIPATNAM	Zone-III
12	NANDIKOTKUR	Zone-IV
13	NANDYAL	Zone-IV
14	NELLORE	Zone-IV
15	NIDAMANUR	Zone-III
16	ONGOLE	Zone-IV
17	PEDAKAKANI	Zone-IV
18	RAJAHMUNDRY	Zone-IV
19	RAYANAPADU	Zone-III
20	RENIGUNTA	Zone-IV
21	SATTENAPALLY	Zone-IV
22	TADEPALLIGUDEM	Zone-III
23	VADLAMUDI	Zone-IV
24	VIJAYAWADA-I	Zone-III
25	VIJAYAWADA-II	Zone-III
26	VIZAG-(DWS)	Zone-IV
State	TELANGANA	
1	ADILABAD	Zone-IV
2	BODHAN	Zone-IV
3	CFS KUKATPALLY	Zone-IV
4	CFS KUKATPALLY (B)	Zone-IV
5	CHITYAL	Zone-IV
6	GADWAL	Zone-IV
7	JANGAON	Zone-III
8	KARIMNAGAR-I	Zone-III
9	KARIMNAGAR-II	Zone-III
10	MAHABOBNAGAR	Zone-IV
11	MEDAK	Zone-IV
12	NAMPALLY	Zone-IV
13	NIZAMABAD	Zone-IV
14	SANATHNAGAR FO	Zone-IV
15	SARANGPUR	Zone-IV
16	SIDDIPET	Zone-IV
17	SURYAPET	Zone-IV
18	WARANGAL	Zone-III
RO	JAIPUR	
STATE	RAJASTHAN	
1	ALWAR	Zone-III
2	BARAN	Zone-IV
3	BEAWAR	Zone-IV
4	BHARATPUR	Zone-III
5	BIKANER-I	Zone-IV
6	BIKANER-II	Zone-IV
7	CHOMU	Zone-IV
8	DEOLI	Zone-IV
9	HANUMANGARH -I	Zone-IV
10	HANUMANGARH -II	Zone-IV
11	JHUNJHUNU	Zone-IV
12	KESRISINGHPUR	Zone-IV
13	KOTA-I	Zone-IV
14	KOTA-II	Zone-IV
15	KOTA-III	Zone-IV
16	KOTPUTLI	Zone-IV
17	KUSHALGARH	Zone-IV

18	MAHWA	Zone-IV
19	NAGAUR	Zone-IV
20	PARBATSAR	Zone-IV
21	RAISINGHNAGAR	Zone-IV
22	SIKAR	Zone-IV
23	SITAPURA-I	Zone-IV
24	SITAPURA-II	Zone-IV
25	SRIGANGANAGAR-I*	Zone-IV
26	SRIGANGANAGAR-II	Zone-IV
27	SRIMADHOPUR	Zone-IV
28	MAHIYAWALI	Zone-IV
29	SURATGARH	Zone-IV
30	TIBBI	Zone-IV
31	UDAIPUR	Zone-IV
32	SADULPUR	Zone-IV
33	BEAWAR-II	Zone-IV
34	Chaksu	Zone-IV
35	Barmer	Zone-III
RO	KOCHI	
STATE	KERALA	
1	EDATHALA	Zone-III
2	ERNAKULAM	Zone-III
3	KAKKANAD	Zone-III
4	KAKKANCHERRY	Zone-III
5	KANJIKODE/PALAKKAD	Zone-III
6	KANNUR	Zone-III
7	KOCHI	Zone-III
8	Kozhikode	Zone-III
9	Kunnamthanam	Zone-III
10	TRICHUR	Zone-III
11	TRIVANDRUM	Zone-III
12	Thalassery	Zone-III
RO	KOLKATA	
STATE	WEST BENGAL	
1	BELDA	Zone-IV
2	BERHAMPUR(WB)	Zone-III
3	BISHNUPUR	Zone-III
4	BONHOOGHLY	Zone-II
5	BURDWAN-I	Zone-III
6	BURDWAN-II	Zone-III
7	CFS KOLKATA	Zone-II
8	C.K.ROAD	Zone-IV
9	COOCH BEHAR	Zone-I
10	DURGACHAK	Zone-IV
11	CFS,HALDIA	Zone-IV
12	IMPORT EXPORT	Zone-II
13	KHARAGPUR	Zone-IV
14	Malda	Zone-II
15	MOGRA(GOARA)	Zone-III
16	PANCHPARA	Zone-III
17	PANIHATI	Zone-II
18	ICP,PETRAPOLE	Zone-II
19	RANINAGAR	Zone-II
20	SARGACHI	Zone-III
21	SARUL	Zone-III
22	MATIGARA	Zone-II
23	T.T.ROAD	Zone-II
24	ULUBERIA	Zone-III
RO	LUCKNOW	
STATE	UTTAR PRADESH	

1	Baharaich	Zone-II
2	BALLIA	Zone-III
3	BANDA	Zone-IV
4	BASTI	Zone-II
5	Bhadohi-ICD	Zone-III
6	BIJNORE	Zone-II
7	BISALPUR	Zone-II
8	CHANDAUSI-I	Zone-II
9	CHANDAUSI-II	Zone-II
10	CHIRGAON	Zone-IV
11	DADRI	Zone-II
12	DUMARIAGANJ	Zone-II
13	Etawaha	Zone-IV
14	FAIZABAD	Zone-III
15	GHAZIABAD-I	Zone-II
16	GOLA GOKARNATH	Zone-II
17	GORAKHPUR	Zone-II
18	Hardoi	Zone-III
19	JAHANGIRABAD-I	Zone-II
20	JAHANGIRABAD-II	Zone-II
21	JHANSI	Zone-IV
22	Kanpur-CB	Zone-IV
23	LUCKNOW-I	Zone-III
24	LUCKNOW-II	Zone-III
25	MAUNATH BHANJAN	Zone-III
26	MUZAFFAR NAGAR-BD	Zone-II
27	MUZAFFAR NAGAR-I	Zone-II
28	Naini	Zone-IV
29	RAMPUR	Zone-II
30	ROBERTSGANJ	Zone-III
31	Saharanpur-BD	Zone-II
32	Saharanpur-I	Zone-II
33	SHAHGANJ	Zone-III
34	SHAHJAHANPUR	Zone-III
35	SHAMLI	Zone-II
STATE	ICD KANPUR	Zone-IV
STATE	UTTARAKHAND	
1	BAZPUR	Zone-II
2	Jashpur	Zone-II
3	KASHIPUR-I	Zone-II
4	KASHIPUR-II	Zone-II
5	KHATIMA	Zone-II
6	Srinagar	Zone-II
7	Dehradoon	Zone-II
RO	MUMBAI	
STATE	MAHARASHTRA	
1	AKOLA-I	Zone-IV
2	AKOLA - II	Zone-IV
3	AMBERNATH	Zone-III
4	AMRAVATI	Zone-IV
5	CHIKALTHANA	Zone-IV
6	GONDIA-I	Zone-IV
7	GONDIA-II	Zone-IV
8	KARANJA	Zone-IV
9	KOLHAPUR-I	Zone-III
10	KOLHAPUR-II	Zone-III
11	MIRAJ (G)	Zone-IV
12	MIRAJ (BD)	Zone-IV
13	NAGPUR	Zone-IV
14	NANDED	Zone-IV

15	NASIK ROAD	Zone-III
16	PUNTAMBA	Zone-IV
17	SANGLI	Zone-IV
18	VASHI	Zone-III
19	YAVATMAL	Zone-IV
STATE	CRT	
1	CFS Ambad Nasik	Zone-III
2	ICD, PUNE	Zone-III
3	ICD, WALUJ	Zone-IV
4	CFS, D'NODE	Zone-III
5	CFS, DISTRI PARK	Zone-III
6	CFS, IMPEX PARK	Zone-III
7	CFS, KALAMBOLI	Zone-III
8	CFS, Logistic PARK	Zone-III
STATE	GOA	
1	ICD, VERNA	Zone-III
2	SADA GOA	Zone-III
RO	PATNA	
State	ORISSA	
1	ASKA	Zone-IV
2	BALJITPADA	Zone-IV
3	BALASORE	Zone-IV
4	BALASORE-II	Zone-IV
5	BARGARH-I	Zone-III
6	BERHAMPUR	Zone-IV
7	BOLANGIR	Zone-IV
8	CHOUDWAR	Zone-III
9	CUTTACK	Zone-III
10	JAJPUR ROAD	Zone-IV
11	JATNI	Zone-IV
12	JEYPORE	Zone-IV
13	JUNAGARH	Zone-IV
14	KALAMATI	Zone-III
15	KENDUPALLI-I	Zone-III
16	KENDUPALLI-II	Zone-III
17	KOKSARA	Zone-IV
18	MARSAGHAI	Zone-III
19	NAWARANGPUR	Zone-IV
20	SAKHIGOPAL	Zone-IV
21	ROURKELA	Zone-IV
22	RAYAGADA	Zone-IV
23	SONEPUR	Zone-IV
STATE	BIHAR	
1	BETTIAH	Zone-II
2	DARBHANGA	Zone-I
3	FATUHA	Zone-II
4	KATIHAR	Zone-II
5	KHAGARIA	Zone-II
6	KISHANGANJ	Zone-II
7	MADHEPURA	Zone-I
8	MOHANIA	Zone-III
9	MOKAMA	Zone-II
10	MUNGER	Zone-II
11	MUNGER (PEG)	Zone-II
12	MUSALLAPUR	Zone-II
13	NOKHA	Zone-III
14	PATNACITY	Zone-II
15	SAMASTIPUR	Zone-II
16	SIWAN	Zone-II
17	SUPAUL	Zone-I

18	NAUBATPUR-GAIL-OPEN YARD	Zone-I
STATE	JHARKHAND	
1	HAZARIBAGH	Zone-III
2	JAMSHEDPUR	Zone-IV
3	RANCHI	Zone-IV
4	JAMSHEDPUR-MIRZADIH (HIRED)	Zone-IV
5	RANCHI-BIT Chandwey-GAIL (HIRED)	Zone-IV
6	CHAIBASA	Zone-IV
7	SINDRI- DHANBAD	Zone-III
8	JAMSHEDPUR- S.KELA, (Hatiyadih) (HIRED)	Zone-IV



CENTRAL WAREHOUSING CORPORATION
(A Government of India Undertaking)



Tel. 26525833
FAX: 26525833

CORPORATE OFFICE
4/1, Siri Institutional Area,
August Kranti Marg,
Hauz Khas, New Delhi - 110016

E-MAIL/SPEED POST

No.CWC/FD-Insurance/Renewal/421/2017-18

1171 B DATE: 10.01.2017

All Regional Managers/Executive Engineers
Central Warehousing Corporation
All Regional Offices/Construction Cells

Sub:-Renewal of Insurance Policies for the year 2017-18.

Sir,

The existing Insurance Policies are expiring on 31.3.2017 and therefore, Corporation has to obtain fresh Insurance Policies/its renewal w.e.f. 01.04.2017.

We are enclosing herewith detailed guidelines/instructions on insurance policy to be obtained for the year 2017-2018 for information and further necessary action.

Yours faithfully,


(G.P. SINGH)

Dy. GEN. MANAGER(FIN)

Encl. As above.



CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

Tel. 26525833
FAX: 26525833

CORPORATE OFFICE
4/1, Siri Institutional Area,
August Kranti Marg,
Hauz Khas,
New Delhi - 110016

GUIDELINES/INSTRUCTIONS IN RESPECT OF RENEWAL OF INSURANCE POLICIES FOR THE YEAR 2017-18

- 1.0 Existing insurance policies taken by the Corporation for the Financial Year 2016-17 are valid till 31st March, 2017 and as such, the same are to be renewed for a further period of one year i.e. from 1st April, 2017 to 31st March, 2018.
- 2.0 Presently the Corporation is having insurance policies to cover various risks attached to both the CWC's properties including warehouse buildings as well as the Customers/Depositors stocks kept both inside the warehouses as well as in the open or plinths. The risks are covered broadly under the following:-
- a) **Standard Fire & Special Perils Policy for Buildings.** This policy covers CWC's own constructed godowns including the CFS, ICDs as also the multi storied buildings in respect of selected warehouses.
 - b) **Standard Fire and Special Perils Policies for Stocks Property and Dead Stock Items.** These policies covers the risks of fire, flood, riots strike and malicious damage attached to the:-
 - i) Stocks of the depositors kept in the general warehouses.
 - ii) Bonded warehouses kept in the CFS, ICPs & ICDs, both inside the godowns as well as in open including the stocks kept in the containers **excluding Custom Duty.** (For Custom Duty separate policy is being taken)
 - iii) The CWC's property & dead stocks items kept in all the warehouses across the country.
 - iv) The CWC's property & dead stocks items kept in Training Institute at IGMRI Hapur.
 - c) **Custom Duty all risk Insurance Policy.** This policy covers all risk of Custom Duty in respect of stocks stored at Bonded warehouses/CFSs/ICDs and ICP Attari & Agartala.
 - d) **House Breaking & Burglary Policy.** This policy covers the risks of house breaking, burglary and theft attached to the depositors stocks as well as the CWC's property such as bamboo mats, chemicals, dead stock etc. kept in all the warehouses including the CFS, ICP & ICD, both inside the godowns as also in the open area across the country. The stocks stored in the cold storages are also covered under this policy.
- It may, however, be noted that ROs to take fire policies for stock in cold storage (refer B.4 of circular) at their level.**

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A. POLICIES TO BE TAKEN AT CORPORATE OFFICE LEVEL.**1. Standard Fire & Special Perils Policy for stocks on declaration (floater) basis.**

- a) This insurance policy covers the stocks stored/kept in the godowns as well as in the open area within the warehouse complex in all the warehouses (other than stock stored in Bonded Warehouse/Godowns, CFS, ICDs,) all over India against the risks of fire, flood, cyclone, riot, strike and malicious damage.

However, the stocks stored at cold storages are excluded from the purview of this policy for which Regional Managers have been authorised to obtain a separate insurance policy (refer B.4 of circular) locally alongwith deterioration of stocks and the machinery breakdown policy.

Under the terms of this policy, each godown is to be specifically identified and the value of stocks stored therein declared every month (Average value) by all the warehouses to their controlling RO, who in turn, will consolidate the same for all the warehouses in the region and furnish the consolidated data to the Corporate Office by e-mail only in prescribed proforma by 7th of the following month.

- b) The stocks stored at the warehouses situated in Guwahati Region, ICP Attari (Amritsar), ICP Agartala and at Central Warehouse Shahalam Road under Ahmedabad Region are also insured against the risk of terrorism.

2. Standard Fire & Special Perils Policy for stocks stored in Custom Bonded Warehouses/Godowns, ICD/CFS/ICPs, on declaration (floater) basis.

This floater policy covers the stocks stored in CFS/ICDs relating to Custom Bonded Warehouses/Godowns.

It may be noted that the stocks lying in the sealed containers at CFS/ICDs in the open area are to be treated as stocks stored inside the godowns. For the stocks stored in bonded warehouses, the value of all live bonds furnishing therewith the CIF value excluding the custom Duty.

It is, therefore, requested that separate declaration may please be given in the revised format in this regard. Please also note that the custom bonded goods in multiple warehouse where general and bonded goods are stored, the value thereof should be indicated separately in the monthly value declaration proforma prescribed.

3. Custom Duty all risk Insurance Policy.

This policy is to cover all risk of **Custom Duty** in respect of stocks stored at Bonded warehouses/CFSs/ICDs and ICP Attari & Agartala.

It may be noted that this is an exclusive policy taken as per Custom Notification no. 70/2016-Customs (N.T.) dated 14th May, 2016 relating to the Custom Duty portion of the dutiable stocks stored in Bonded warehouses/CFSs/ICDs and ICP Attari & Agartala.

Regional Offices therefore has to furnish the **Value of Custom Duty** involved in respect of above stocks separately in the monthly stock declaration statement.

4. Standard Fire & Special Perils Policy for own constructed godowns & multi-storeyed buildings.

Building insurance is, for the present taken by the Corporation in respect of its own constructed godowns against risk of fire, flood, cyclone, riots, strikes and malicious damage with earthquake for zone I & II.

In case, it is found that any other godown building, which falls under any of the above categories, has not been intimated the details thereof may be furnished to the Insurance Section at Corporate Office immediately for arranging its insurance. It may also be noted that it is not possible to obtain the building insurance cover for any one compartment separately, but the coverage has to be for the godown building as a whole.

According to the procedure presently in vogue, the Corporation has been insuring its own constructed godowns buildings only in respect of structure value above the plinth level.

Though monthly declarations are not required for this policy, the Warehouse Managers are required to maintain necessary record of the value of such items e.g. additional facilities such as Central AC Plants, Elevators Lifts, Sensors, Sprinklers installed in certain special warehouses and also of dead stock items in a separate register – called the "CWC's Property & Dead Stock Register", at the warehouses for verification by the surveyor in the event of any loss.

5. House Breaking & Burglary Insurance Policy.

All the stocks as well as the Corporation's own property lying inside the godowns as well as in the open area in the warehouses are covered under this policy. This policy covers the risk of theft, burglary and house breaking and is taken for all the godowns in all the warehouses/CFS/ICDs/ICPs, Cold Storage Warehouses except those under the management basis. The claims, if any, arising out against this policy are settled by the insurer at the rate at which monthly declarations are furnished by the Warehouse Managers for the depositors' stocks and rate recorded in CWC's Property & Dead Stock Register for the CWC's property.

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6. Fidelity Guarantee Insurance Policy.

All the regular employees of the Corporation, wherever posted are covered under the Fidelity Guarantee Insurance Policy which covers the risks of fraud & misappropriation on the part of Corporation employees.

7. Public Liability Insurance Policy.

This policy is essentially required to be taken as per Public Liability Insurance Act to cover the liability arising under this Act.

8. Standard Fire & Special Perils Policy for CO Building, Guest Houses etc.

This policy is taken by Corporate Office for Corporate Office and Guest Houses of South Extension Part-I for building and contents therein, MD's residence at Asian Games Village, residential flats at Mayur Vihar for building only and Soami Nagar (Guest House) and IGMRI (training centre) Hapur for contents only.

9. Special Contingent Insurance Policy covering Legal Liability.

This policy covers the legal liability arising out of handling of cargo at bonded warehouses, CFS, ICDs/ICPs and cargo held in trust as bailee and also during transportation of container by road or rail and transportation of precious items such as bullion or jewellery from any NEPZ to IGI Airport and vice-versa.

10. Special Contingent Insurance Policy covering Legal Liability of Truck Terminal at Petrapole.

This policy covers the risk of Truck Terminal at Petrapole in respect of legal liability for providing parking services at Petrapole.

11. Cash in Chest and Cash in Transit Policy for Corporate Office.

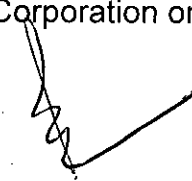
The policy covers the money transit from Corporate Office to bank and vice-versa including the cash in chest.

12. Group Medi-claim Policy for Retired Employees.

The policy covers the retired employees and their spouses under Group Medi-claim Policy.

13. Electric Equipments Insurance for Laptops.

The policy covers the risk of Laptops provided by Corporation on all India basis to its employees.



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14. Electric Equipments Insurance covering computers installed at Corporate Office.

This policy covers loss or damage to computers and other electric gadgets installed/fitted in Corporate Office building, New Delhi.

15. Burglary Policy covering contents of Corporate Office and Guest Houses at South Extension and Soami Nagar, New Delhi.

The policy covers the risk against burglary and theft for the contents at Corporate Office and Guest Houses at South Extension and Soami Nagar, New Delhi and Training Centre at Hapur.

B. POLICIES TO BE TAKEN AT REGIONAL OFFICES/CONSTRUCTION CELLS LEVEL.

1. Cash in Chest & Transit Policy.

ROs & CCs shall take adequate insurance policy to cover the cash normally available in their cash chest as also for the cash generally moved from the bank to office and vice-versa both for their Regional Office as well as at the warehouses under their control.

2. Transit Insurance cover.

Insurance cover for transfer of material/stocks from one unit to another shall be arranged by the concerned unit before the dispatch of material/stocks.

3. Standard Fire and Special Perils Policy

This is the policy for RO buildings, Guest House building attached to ROs and Residential Flats including contents therein including of CC office if CC Office is situated in the RO building against the risk of fire, flood, cyclone, riot and malicious damage.

4. Insurance for stocks stored in Cold Storages & Cold Storage Plants.

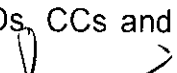
This is a separate insurance policy to cover the risk of fire, flood, machinery breakdown and deterioration of stocks at cold storage.

5. House Breaking and Burglary Policy with Theft Extension for contents of RO/CC buildings and Guest Houses attached to RO.

This policy is taken for the contents of RO Building, Guest House Building attached to Regional Offices including contents of CC office if the CC office is situated in the RO building.

6. Machinery Breakdown Policy for AC, Lorry Weigh Bridges, and other machines installed at RO/CC and Warehouses.

Air-conditioners, Lorry Weigh Bridges and other machines at ROs, CCs and Warehouses may be insured under Machinery Breakdown Policy.



It may please be noted that:-

- (i) contents of CC office also are to be insured by RO where CC office is situated in Regional Office building. However, where CC Office is in a separate hired building, the same are to be insured by CC office themselves against Fire Policy and Burglary with Theft Extension Policy.
- (ii) Since there is no storage of Tendupatta at present, no coverage is taken for the same. However, if Tendupatta is being stored in any region in future, necessary cover may be taken by concerned Regional Office at its level.

RMs/Incharge of CCs may please note the above instruction and ensure that necessary insurance coverage stated under 'B' above are taken before expiry of existing policy.



(G.P. SINGH)
Dy. GEN. MANAGER(FIN)



CWC Insurance cell <cwc.insurancecell@gmail.com>

Renewal/Insurance Policies to be taken at RO Level for the year 2021-22...reg

1 message

CWC Insurance cell <cwc.insurancecell@gmail.com>

Mon, Jan 18, 2021 at 4:38 PM

To: BHARATHI SOUNDARA PANDIAN <bharathis.cwc@cewacor.nic.in>, "RM,CWC,Chennai" <rmmdrs@cewacor.nic.in>

Cc: Ratti Ram <rraggarwal@cewacor.nic.in>, hbd 23 <hbd_23@yahoo.co.in>

With reference to the letter dated 11.01.2021 in respect of captioned subject, the following policies have been taken for the year 2021-22 at RO Level :-

A. POLICIES TO BE TAKEN AT REGIONAL OFFICES LEVEL**1. Cash in Chest & Transit Policy.**

ROs shall take adequate insurance policy to cover the cash normally available in their cash chest as also for the cash generally moved from the bank to office and vice-versa both for their Regional Office as well as at the warehouses under their control.

2. Transit Insurance cover.

Insurance cover for transfer of material/stocks from one unit to another shall be arranged by the concerned unit before the dispatch of material/stocks.

3. Standard Fire and Special Perils Policy.

This is the policy for RO buildings, Guest House buildings attached to ROs and Residential Flats including contents therein against the risk of fire, flood, cyclone, riot and malicious damage.

4. Insurance for stocks stored in Cold Storages & Cold Storage Plants.

This is a separate insurance policy to cover the risk of fire, flood, machinery breakdown and deterioration of stocks at cold storage.

5. House Breaking and Burglary Policy with Theft Extension for contents of RO buildings and Guest Houses attached to RO.

This policy is taken for the contents of RO Building, Guest House Building attached to Regional Offices.

6. Machinery Breakdown Policy for AC, Lorry Weigh Bridges, and other machines installed at RO and Warehouses.

Air-conditioners, Lorry Weigh Bridges and other machines at ROs and Warehouses may be insured under Machinery Breakdown Policy.

RMs may please note the above instruction and ensure that necessary insurance coverage of above are taken before expiry of existing policy.

Warm regards,

**Insurance Cell
Central Warehousing Corporation
Corporate Office
New Delhi-16**

