



CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone

No. CWC/Security Guard/Policy/2023

Dated: 19.12.2023

CIRCULAR

Sub: Deployment of Security Guards in CWC at Warehouses/ CFS/ ICD/ ICP/ Regional offices

1. The staffing norms for security guards for warehouses have been prescribed in the Circular No. CWC CO-CD0WO/179/2020-COMM Dtd. 09.08.2021 attached as **Annexure – A**.
2. The staffing norms in respect of the CFS/ICD/RWC/ICPs shall be decided on the basis of area & nature of operations, points of transactions etc. as per the Circular No. CWC CO-CD0WO/179/2020-COMM Dtd. 09.08.2021. In CFS/ICD/RWC/ICP etc. Attempt may be made to restrict the deployment of ESM SGs to the Strategic points only.
3. The available own security manpower of the Corporation shall be utilized optimally for the security work.
4. The Warehouses which are being mainly utilized on DWT basis (more than 80% of the capacity) and inventory management is not with CWC, security guards through private security agencies having PSARA license may be engaged through tendering process.
5. In case of storage of cotton on management basis Multi-Tasking Staff (MTS) should be deployed for inventory management including security of the stocks.
6. The warehouses where inventory is managed by CWC, security guards may be deployed through Ex-servicemen Security Agencies sponsored by the Directorate General of Resettlement (DGR).
7. In Regional Offices & Corporate Offices the DGR sponsored Security Guards should be deployed as per norms mentioned at **Annexure – B**. For satellite offices, decision shall be taken by the respective RM.
8. In case of non-availability of DGR sponsored security agency, home guards through District Commandant (Home Guard) may be deployed and in case of non-availability of home guards, security guards from private

security agencies having PSARA license may be engaged through tendering process.

9. Irrespective of the nature/type of security agency, terms & conditions relating to roles & responsibility and liability of security agency must be explicitly incorporated in the agreement to be signed with the security agency engaged for providing security staff. Nothing should be left to assumption and open ended.
10. In case of any deviation in deployment of security guards than above prescribed norms, the approval of the Competent Authority should be obtained.
11. In case of deployment of security guards through DGR, the DGR guidelines should be strictly followed.
12. The above circular shall supersede all earlier circulars issued in this effect.

This has been issued with the approval of Competent Authority.

(Dr. Sidharth Rath)
General Manager (Personnel)

Distribution to:

1. All Heads of Divisions, CWC, CO, New Delhi.
2. All Regional Managers, Regional Offices of CWC.
3. PS to MD / PS to Dir (MCP)/ PA to Dir (F&A)/ PPS to Dir (Pers.), CWC, CO, New Delhi
4. AGM (MIS), CWC, CO, New Delhi- for uploading the Circular on Website & e-office

Annexure A

NORMS FOR SECURITY ARRANGEMENT TO BE OBSERVED AS PER THE CAPACITY OF THE WAREHOUSE

S.No.	Capacity of Warehouse (In MT)	Security Guards
1.	Upto 20000	4
2.	20000 to 35000	5
3.	35000 to 50000	6
4.	50000 and above	8+ (as per requirement of Regional Manager)

Annexure B

**NOs OF SECURITY GUARDS TO BE DEPLOYED AT CORPORATE OFFICE/
REGIONAL OFFICE/ SATELLITE OFFICE**

S.No.	Corporate Office/ Regional Office	No. of Security Guards
1.	Corporate Office	12
2.	Ahmedabad	4
3.	Bangalore	3
4.	Bhopal	4
5.	Chandigarh	4
6.	Chennai	4
7.	Delhi	3
8.	Guwahati	-
9.	Hyderabad	4
10.	Jaipur	4
11.	Kochi	4
12.	Kolkata	3
13.	Lucknow	4
14.	Mumbai	2
15.	Patna	4