



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-PDOTRNG/4/2020-PERS

Dated: 10.10.2022

CIRCULAR

SUB: REVAMP OF POLICY PERTAINING TO ONE-YEAR LONG TRAINING PROGRAM OF MANAGEMENT TRAINEES (MTs)

In order to impart better learning and larger outreach in terms of Capacity Development, to build the technical and managerial competencies of the Management Trainees (MTs), policy pertaining to one-year long training program of MTs has been revised and is enclosed herewith.

This Policy i.e. Six-Month Module Wise Training Program and Six-Month On-Job Training is in supersession to all the earlier instructions issued in this regard. The Policy shall come into force with immediate effect.

Digitally signed by
ANIL MANIK RAO
Date: 2022.10.11
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(Anil Manik Rao)
Group General Manager (Personnel)

Encl: As above

(Authority: Agenda item No. 373.06
of 373rd meeting of the Board of
Directors held on 13.09.2022)

CC:

1. All HoDs, CWC, Corporate Office, New Delhi
2. All Regional Managers, CWC, Regional Offices

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 Fax No.26967256, 26962411, 26964082, E-Mail: trgcell@cewacor.nic.in

POLICY FOR TRAINING OF MANAGEMENT TRAINEES

1. SHORT TITLE AND COMMENCEMENT

- 1.1 This policy shall be called the Central Warehousing Corporation (CWC) Policy for Training of Management Trainees. This policy shall be deemed to have come into force w.e.f. 10.10.2022
- 1.2 This Policy supersedes any other Policy / Order released earlier.

2. OBJECTIVE

- 2.1 Broad objectives of the Policy are as under:
 - a) To build future managerial pile-line of professionals to man critical activities of the Corporation.
 - b) To provide fresh MTs comprehensive theoretical and practical exposure to the working of CWC.
 - c) To provide MTs with all possible opportunities to learn, understand and sharpen real time technical / managerial skills required at job to address business issues as professional managers in future.
 - d) To expose the MTs to different facets of CWC with a view to make them understand the interface between different departments for proper delivery.

3. DEFINITIONS

- 3.1 **“Corporation”** means the Central Warehousing Corporation established under Section 3 of the Warehousing Corporations Act (58 of 1962).
- 3.2 **“Managing Director (MD)”** means the Managing Director of the Corporation.
- 3.3 **“Director (Personnel)”** means the Director Personnel of the Corporation.
- 3.4 **“Corporate Office”** means the Registered Office of the Corporation located at 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.
- 3.5 **“HOD (Personnel)”** means the officer overall in charge of the Personnel Department at Corporate Office reporting to Director (Personnel) or any officer of equal or higher rank.

- 3.6 **“HOD (Commercial)”** means the officer overall in charge of the Commercial Department at Corporate Office reporting to Director (M & CP) or an officer of equal or higher rank.
- 3.7 **“HoD”** means an officer who is the designated as the Head of Department for any function.
- 3.8 **“Regional Manager (RM)”** means the officer overall in charge of all offices / warehouses, etc. of a defined Region.
- 3.9 **“Regional Office (RO)”** means the Office controlling the activities of the Regions.
- 3.10 **“Management Trainee (MT)”** means a person who has been appointed by the Corporation as a Trainee to undergo defined Six-Month Long Training and subject to confirmation, man different positions in the Corporation in future.
- 3.11 **“Mentor”** means an officer who has been designated with the responsibility of training / mentoring an MT. He / she shall be a ‘Group A’ Officer of the Corporation who has completed at least five years of regular service in the Corporation.
- 3.12 **“Head (Learning & Development)”** means an officer who is overall in charge of the Learning & Development functions of the Corporation reporting to HOD (Personnel).
- 3.13 **“Designated Officer”** means an Officer so designated by the Head (Learning & Development) to manage the training / learning and related activities of MTs. He / she shall be an officer of Group A.
- 3.14 **“OJT”** means On the Job Training, a practical learning approach for learning and acquiring skills related to functions of the Corporation in real or simulated working environment.

4. PROCESS OWNER & RESPONSIBILITY

- 4.1 Overall responsibility for execution of this Scheme shall rest with Head (Learning & Development), who shall be the process owner. He / she shall get the process executed through the Designated Officer.

5. TRAINING DURATION & MODULES

- 5.1 Complete training shall be of twelve-month duration from the date of joining of the MT.
- 5.2 Training shall be divided into 07 (seven) modules.
- 5.3 Detailed Training Module is appended as Annexure I to Annexure VII.
- 5.4 Location of training could be Corporate Office, Regional Office, Warehouse, ICD, Customs Bonded Warehouse, etc. depending on

- the requirement of the module. Concerned MT has to attend the training at the designated location.
- 5.5 Each MT shall be assigned to a Mentor who shall be in constant touch with the MT for all professional matters. Roles & responsibilities of the Mentor is appended as Annexure VIII.
 - 5.6 There shall not be more than 02 (two) MTs under the mentoring of each Mentor. In exceptional circumstances, a Mentor may have up to 03 (three) MTs under him / her.

6. TRAINING PROCESS & ASSESSMENT

- 6.1 Head (Learning & Development) shall be overall responsible for ensuring effective implementation of the policy. To manage day to day activities related to training of MTs, an officer of Group A or above, shall be identified as the Designated Officer.
- 6.2 Each training Module is independent and stand alone.
- 6.3 On completion of each module, an assessment / evaluation test shall be conducted by the authority as mentioned in the detailed Module (please see Annexures I to VII).
- 6.4 Assessment of MTs shall be made in standard format appended as Annexure IX to XV.
- 6.5 Tracking progress of Training and assessing learning of each MT shall be conducted by Training cell through interview (virtual) in mid of a Module as well as after the completion of Modules (barring Modules IV, VI and VII).
- 6.6 During assessment for clearance of Module VII, all the 3 members of the committee shall discuss the performance / knowledge of the Trainee and reach for a common consensus on score to be awarded to the Trainee. Where a common consensus is not reached between the members, decision of majority of the members shall prevail. Descending note, where required, may be recorded by the member who has not agreed with the decision of the other members.
- 6.7 Learning & Development Team shall keep a track of the MTs and their location of training. As and when an MT completes a particular module, an assessment / evaluation sheet for that module shall be generated for the concerned MT and forwarded to respective HoD / RM for completion of evaluation. Concerned HoD / RM shall complete the evaluation and return the assessment / evaluation sheet back to the Learning & Development Cell for record and necessary action.
- 6.8 Assessment / evaluation of Modules I to V (barring Module IV), shall be conducted within 07 (seven) days of completion of the module at the location where the training is conducted or through virtual mode.

- 6.9 After completion of Training Modules I to V, the MT shall be placed under 06 (six) months of “On Job Training (OJT)” at either the Corporate Office or Regional Office or Warehouse or ICD or Customs Bonded Warehouse, etc. Decision regarding the place of OJT for the MT shall be taken by Head (Learning & Development).
- 6.10 Assessment / Evaluation of Module VI (OJT) shall be conducted in the twelfth-month of the training. Assessment of OJT shall be carried out by the HoD or RM.
- 6.11 Assessment / evaluation of Module VII shall be conducted at the Corporate Office and the concerned MT shall be kept informed of the date well in advance so that the person has enough time to make a proper presentation before the management team.
- 6.12 Guidelines for trainers conducting Training are appended as Annexure XVI.
- 6.13 For assessment / evaluation of Module VII, the Learning & Development Team shall provide a consolidated score sheet of the concerned MT for consideration of management team. The consolidated score sheet shall be sent in Format as at Annexure XVII.

7. CLEARANCE OF MODULES & CONFIRMATION

- 7.1 It is in the interest of the MT to successfully complete all the 07 modules to seek confirmation to a regular post with the Corporation. Pass marks for each module shall be 60% of the maximum marks for the said module.
- 7.2 Overall pass marks for the programme is 60%. Where an MT has not been able to score 60% in a particular Module and has been allowed to continue in the programme as per Para 08 below, he / she shall have to ensure that the overall score of the programme (all Modules put together) is at least 60% to successfully clear the MT programme for confirmation to a regular post with the Corporation.

8. REASSESSMENT

- 8.1 Where for any reason an MT is unable to score the minimum pass marks (60% of the maximum marks for the module), he / she shall be offered another opportunity to clear the module. MT concerned has to take the re-assessment test / evaluation within 15 (fifteen) days of declaration of result for the module (1st attempt).
- 8.2 In case the MT is unable to clear the Module (with minimum 60% marks) even after the reassessment, he / she shall be allowed to continue in the programme with a clear advice to improve on the

knowledge of that Module for effective discharge of duties in future.

- 8.3 Where the MT is unable to score the pass marks in the VIIth Module, he / she shall be offered another opportunity to present his / her case. For evaluation of the second presentation, a fresh management team (jury) shall be constituted which shall include at least 2 senior officers who were not included in the panel for first assessment review. The officers so nominated for evaluation shall be of equal or higher in rank than the officers for the first evaluation of the MT.
- 8.4 Reassessment evaluation shall be recorded in format as at Annexure XVIII.

9. EVENTS LEADING TO SEPARATION FROM MT PROGRAMME

- 9.1 The engagement of an MT may be discontinued in any of the following events:
 - a) Where an MT is unable to clear 2 successive modules (example Module 01 and 02 or Module 02 and 03, etc.) even after reassessment in both the modules, he / she shall be debarred from further continuation in the programme, and he / she shall forfeit claim for confirmation to a regular post. Engagement of such MT shall be immediately discontinued by the Corporation.
 - b) In case an MT is unable to successfully clear at least 03 Modules out of Modules I to V, he / she shall forfeit claim for confirmation to a regular post. Engagement of such MT shall be immediately discontinued by the Corporation.
 - c) Where an MT has not been able to score 60% in a particular Module and has been allowed to continue in the programme as per Para 08 above, he / she shall have to ensure that the overall score for the programme (all Modules put together) is at least 60%. Where the overall score of an MT is less than 60%, he / she shall not be confirmed to a regular post with the Corporation.
- 9.2 When any of the event mentioned in Para 9.1 (a) to (c) happens, Head (Learning & Development) shall forward the details to the Personnel Department (Recruitment Cell) to process the case of the concerned MT for separation from engagement with the Corporation with the approval of the Competent Authority (as per recruitment rules of the Corporation and terms of engagement of the MT).

10. CLOSURE

- 10.1 On completion of the period of training, and on successful completion of all the modules, Head (Learning & Development) shall forward the complete case file of the MT (including all the Scoring / Assessment Sheet, Copy of Presentation, enclosure of the OJT details and final recommendations of the Management Team) to the Personnel Department (Recruitment Cell) for releasing of confirmation letter for the MT (as the case may be).

11. GENERAL TERMS & CONDITIONS

- 11.1 MTs shall have to reach the place of training at their own cost.
- 11.2 The MT shall maintain regular work schedule as decided by the HoD / RM.
- 11.3 The MT has to attend office every day and their attendance shall be monitored by respective HoD / RM. The MT shall observe working hours and holiday schedule of their location of training / work.
- 11.4 MTs shall not be eligible for any leaves except 08 CLs considering their training schedule and challenging deliverables.
- 11.5 No unauthorized absence would be tolerated.
- 11.6 MTs shall demonstrate honesty, punctuality and willingness to learn during the training programme.
- 11.7 All MTs shall have to adhere to the Policy, rules & regulations of the Corporation and comply with the Corporation business programmes and procedures.
- 11.8 MTs shall be under the administrative control and discipline of the HoD / RM concerned.
- 11.9 Corporation shall not be liable for any injury / health deterioration that may arise during the course of training.
- 11.10 The MT training programme shall not confer any claim or to a regular post in the Corporation unless the MT has successfully cleared all the modules leading to completion of the programme.
- 11.11 In case of any disobedience / misbehaviour / misconduct, appropriate action may be taken against the MT as deemed fit.

12. INTERPRETATION / CLARIFICATION / MODIFICATION

- 12.1 All matters requiring Interpretation / Clarification shall be referred to Director (Personnel) whose decision shall be final and binding.
- 12.2 Management reserves the right to make changes necessitated for administrative reason in the interest of the Corporation. Managing Director shall have the power to change / modify any of the clause / condition stipulated in these Policy / Rules.

Six-Month Module-Wise Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)

Module – I

Name of Module – **General Warehouse (GW) Training**

Duration of the Module – **08 Weeks**

Location – **General Warehouse**

Maximum Marks for the Module – **100**

Scoring Criterion - Marks would be given by the Warehouse Manager after taking practical test on operation of LWB, Moisture Meter, Sampling & Analysis, Preparation of Storage Loss & Gain Report, Various warehousing charges calculation, H&T Bill preparation, fortnight inspection, etc.

Item / Activity for Training	Responsibility
<p>Activities</p> <ul style="list-style-type: none"> • Understanding major circulars issued by CWC as well as depositor and Government of India / respective State Governments time to time. • Discussing with the Mentor & Warehouse Manager on the circulars and its implementations in regular works. • Practically learning procedures of receipt & issue of stock, stacking, sampling, physical verification of stocks, concept of scientific storage, issue / cancellation of warehouse receipt, calculation of reservation / storage charges, maintenance of stock, H&T arrangements, technical operations, periodical inspection, etc. 	<p>Concerned HoD / RM</p> <p>Note:</p> <p>Locations where GW is not available in the region, HoD / RM will depute the MTs in the nearest GW themselves and the matter need not be referred to Corporate Office.</p>

Six-Month Module-Wise Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)

Module – II

Name of Module – **CFS / ICD Training**

Duration of the Module – **04 Weeks**

Location – **CFS / ICD**

Maximum Marks for the Module – **100**

Scoring Criterion - Marks would be given by the Manager, CFS / ICD after evaluating performance of the Trainee in real life scenario. Trainee’s learning and understanding about the operation and handling at CFS / ICD shall also be evaluated.

Item / Activities for Training	Responsibility
<p>Activities</p> <ul style="list-style-type: none"> • Going through major circulars, notifications & OMs issued by CWC & Customs authorities or other major authorities like TAMP and Port authorities. • Understanding the operational flow chart while discussing with an experienced officer from the CFS / ICD (preferably Group A). • Manager (CFS / ICD) shall nominate a responsible official for guiding the Trainees on practically handling Export / Import procedures, receipt of cargo stuffing / destuffing of containers, movement of import / empty containers and allotment of space to shipping lines / billing custom procedures, etc. 	<p align="center">Concerned HoD / RM</p> <p>Note: Locations where CFS / ICD is not available in the region, HoD / RM will depute the MTs in the nearest CFS / ICD themselves and the matter need not be referred to Corporate Office.</p>

Six-Month Module-Wise Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)

Module – III

Name of Module – **Custom Bonded (CB) Warehouse Training**

Duration of the Module – **02 Weeks**

Location – **Custom Bonded Warehouse**

Maximum Marks for the Module – **100**

Scoring Criterion – Marks would be given by the Manager, Custom Bonded Warehouse after evaluating performance of the Trainee in real life scenario. Trainee's learning and understanding about the operation and handling at Custom Bonded Warehouse shall also be evaluated.

Item / Activities for Training	Responsibility
<p>Activities</p> <ul style="list-style-type: none"> • Understanding major circulars issued by CWC as well as depositor and Government of India / respective State Governments from time to time. Discussing with the Mentor & Warehouse Manager on the circulars and its implementations in regular works. • Practical Training on Bonded warehouse and industrial warehouse, all procedures of customs for receipt / issue / payment, etc. • Maintenance of all register, ledgers, billing, issue of stocks, realisation of payments, preparation of different reports like business / economy, ISO procedures, etc. 	<p align="center">Concerned HoD / RM</p> <p>Note: Locations where CB Warehouses are not available in the region, HoD / RM shall depute the MTs in the nearest CB Warehouse themselves and the matter need not be referred to Corporate Office.</p>

Six-Month On-Job Induction Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)

Module – IV

Name of Training – **Theoretical Subjects Training**

Duration of the Module – **08 to 10 Days**

Location – **IGMRI, Hapur or Corporate Office**

Maximum Marks for the Module – **100** (90 marks based on the performance of the trainee in the test. Remaining 10 marks based on his / her behavioural aspect, attitude towards official and fellow trainees, leadership skill and keenness to learn.)

Scoring Criterion – Marks would be given by the Training Cell, Hapur/Corporate Office based on details mentioned above.

Note: No re-assessment would be carried out in this particular module and if an MT is unable to score the minimum marks in the 1st attempt, it would be deemed that he has failed in this module.

Item / Activities for Training	Responsibility
<p>Activities</p> <ul style="list-style-type: none"> • Theoretical Training - Predominantly Classroom Sessions followed by Written Test. 	<p>Learning & Development Cell</p>

**Six-Month Module-Wise Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)**

Module – V

Name of Module – **Corporate Office (CO) / Concerned Regional Office (RO) Training**

Duration of the Module – **Four Weeks each at Corporate Office & Regional Office**

Location – **Corporate Office / Concerned Regional Office**

Maximum Marks for the Module – **100**

Scoring Criterion – The concerned nodal officer (Group A) shall submit a report to the concerned HoD / RM. The report shall include all aspects of learning from the module. Marks would be given by the concerned HoD / RM depending on the knowledge and clarity expressed by the Trainee on the activities listed below. Where necessary, the HoD / RM may also conduct a formal interview / meeting with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge.

Item / Activities for Training	Responsibility
<p>Activities</p> <p>All new personnel (MTs) joining CWC, shall be exposed to Awareness Training including information about the organization and understanding of all activities at the Corporate Office / Regional Office under the Supervision of HoD / Regional Manager, in the different sections of CO / RO. Other activities shall include:</p> <ul style="list-style-type: none"> • Understanding the CWC (Staff) Regulations, 1986. • Understanding the work / responsibilities of different Departments / Sections. • Calculation of storage charges, H&T Bills, godown rent, outline of stack plan, bag equivalent, insurance, taxation, finalisation of accounts, Food Safety Standards, CSP, equipment's & chemical usage / storage, all technical reports, maintenance of storage losses and its regularisation, insurance of stocks, settlement of claims, scientific storage, food grains, notified commodities, pre and post inspection of chemical, technical inspection and its follow up, storage of hazardous chemicals and non-hazardous chemicals, material/store management, purchase procedures, preventive vigilance, establishment / recruitment rules, leave rules, 	<p align="center">Concerned HoD / RM</p> <p>Note:</p> <p>Concerned nodal officer along with HoD / RM shall prepare the schedule of activities covering all aspects (in brief) for three weeks to be learnt by the Trainee. Generally the training module shall include list of activities mentioned for this module.</p>

staff regulation, PRP / PMS system / WMS / HRMS / e-procurement via GeM / BTS, etc.	
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Six-Months on Job Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)

Module – VI

Name of Module – **On Job Training (OJT)**

Duration of the Module – **Five & Half Months**

Location – **Designated Place of Posting**

Maximum Marks for the Module – **100**

Scoring Criterion – Concerned HoD / RM shall submit a report to the Head (Learning & Development). The report shall include all aspects of learning from the concerned module. MTs shall undergo On Job training to get a first-hand look at all the work procedures they can expect to encounter. This shall include workplace expectations, associated operations and any other skill they need to complete their job successfully.

On job training allows MTs to gain experience working in situations very similar to those they are likely to encounter on daily basis. This is a practical approach to acquiring new skills required for execution of activity in real, or close to real, working environment.

Marks would be awarded by the concerned HoD / RM depending on the knowledge and clarity expressed by the Trainee on the parameters listed below. Moreover, the concerned HoD / RM would mandatorily conduct a formal interview / meeting with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge.

- 1) Learning the Processes / activities.
- 2) Engagement / involvement of the Trainee in understanding the process and execution.
- 3) Exhibition of ownership by the Trainee in accepting responsibilities and executing.
- 4) Level of improvement in execution observed from start of training till end of training.
- 5) Application of the learning's in real life situations.
- 6) Improvement on commitments of work.
- 7) Demonstration of new competency or behaviour.
- 8) Informal feedback from Peers and Managers.

**Six-Month On-Job Induction Training of Management Trainees
(Please see Para 5.3 of Policy for Training of Management Trainees)**

Module – VII

Name of Module – **Assessment by Management at Corporate Office**

Duration of the Module – **01 Day**

Location – **Corporate Office**

Maximum Marks for the Module – **100**

Scoring Criterion – Marks would be given by the jury based on the presentation made by the Trainee and question answer session that follows based on the presentation.

Item/Activities for Training	Responsibility
<p>Activities</p> <ul style="list-style-type: none"> • Management Trainees to make a presentation for 20-25 minutes on any one topic (undertaken during the course of training) on completion of all the 5 Modules of their six-month training. Concerned MT shall be evaluated on their knowledge and learning’s about the Corporation and processes and would take place after completion of 11 months of training. • Senior executive team (jury) shall also ask relevant and related questions on the subject / topic to assess the knowledge of the MTs which he / she has acquired during the six-month induction training programme. • Marks scored by the Trainee in the earlier modules shall be presented to the evaluation team for taking a suitable view on the overall performance of MTs. 	<p style="text-align: center;">Learning & Development Cell</p>

Roles & Responsibilities of the Mentor

(Please see Para 5.5 of Policy for Training of Management Trainees)

- 1) Act as a Single Point of Contact for all issues (Professional/Personal).
- 2) Act as a resource and guide to the MT and be available to speak to him/her and provide for two-way communication.
- 3) Communicate with the MT at regular interval and act as a sounding board.
- 4) Not extend any commitment/assurance on behalf of the Corporation which is not within the Policies. Make sure that any commitment/assurance made is honoured.
- 5) Keep a track of progress/activity being handled by the MT and provide advice and/or feedback to the MT, wherever necessary or asked for.
- 6) Share Technical/Managerial knowledge and understanding, where necessary or asked for.
- 7) Assistance in understanding criticality of activities for completion of Project.
- 8) Guide the MT for completion of the Modules.
- 9) Intervene on the behalf of the MT, if necessary, for addressing issues related to Training.
- 10) Evaluation of the Tasks executed by the MT and suggest improvements/corrections, where required.
- 11) Assistance in preparation of the Project Report related to the learning's through execution of different tasks.
- 12) Review of the Project Report/Presentation prepared by the MT.
- 13) Share and reinforce the Value System of the Corporation and Policies.
- 14) Act as a role model.

Format for Assessment / Evaluation of Module I (General Warehouse Training)
(Please see Para 6.4 of Policy for Training of MTs)

I. Details of the MT (To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

II. Training Details

1	Name of Module	General Warehouse Training	
2	Maximum Marks for the Module	100	
3	Pass Marks for the Module	60	
4	Location of Training		
5	Duration of MT Programme (1 st Module) – 08 Weeks	From:	To:
6	Date of Assessment		
7	Name of Officer Conducting Assessment		
8	Designation of Officer Conducting Assessment		

III. Scoring Criterion & Score of MT

Marks would be given by the Warehouse Manager after taking practical test on operation of LWB, Moisture Meter, Sampling & Analysis, Preparation of Storage Loss & Gain Report, Various warehousing charges calculation, H&T Bill preparation, fortnight inspection, etc.

Where necessary, the HoD/RM may also conduct a formal viva-voce/meeting (physical or virtual) with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge. Broad topics to be covered for written test / viva-voce are as under:

Domain I – Functional Knowledge	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1) Practically learning procedures of receipt & issue of stock, 2) Stacking, Sampling & Physical verification of stocks, 3) Concept of scientific storage, 4) Issue/cancellation of warehouse receipt, 5) Calculation of reservation/storage charges, 6) Ways to expand the new horizons pertaining to the warehousing industry with reference to CWC operations, etc. 7) Usage of Moisture Meter, 8) Lorry Weighbridge, 9) Preparation of Storage Loss & Gain Report. 10) Formulation of chemicals used during their fumigation, their efficacy and storage. 	70	

Domain II – Key Attributes	Allotted Marks	Marks Obtained
1) Responsibility and Liability towards Warehousing Operations. 2) Legal and Rational Action on the problems being confronted. 3) Out-of-the-Box Thinking for Excellence in Work. 4) Decisive and Resilient in Approach. 5) Good Communication Skills. 6) Leadership Skills. 7) Transparency & Integrity. 8) Hard Work & Commitment.	30	

IV. Interaction Feedback of HoD / RM

1. 2. 3. 4.

V. Aggregation of Marks

Domain	Allotted Marks	Marks Obtained	Grand Total
Functional Knowledge	70		
Key Attributes	30		

VI. Score of the MT - _____ (Out of 100).

VII. Remarks in Case the MT has scored less than the Pass Marks

Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks 1. 2. 3.
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- 1) Interaction Feedback (IV above) and Remarks (VII above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.
- 2) Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

(Signature of HoD / RM)

Name: _____

Date: _____

Forwarded to Head (Learning& Development) – For record / necessary action.

Format for Assessment / Evaluation of Module II (CFS / ICD Training)
(Please see Para 6.4 of Policy for Training of MTs)

VIII. Details of the MT (To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

IX. Training Details

1	Name of Module	CFS / ICD Training	
2	Maximum Marks for the Module	100	
3	Pass Marks for the Module	60	
4	Location of Training		
5	Duration of MT Programme (2 nd Module) – 04 Weeks	From:	To:
6	Date of Assessment		
7	Name of Officer Conducting Assessment		
8	Designation of Officer Conducting Assessment		

X. Scoring Criterion& Score of MT

Marks would be awarded by the Manager, CFS/ICD after evaluating performance of the Trainee in real life scenario. Trainee's learning and understanding about the operation and handling at CFS/ICD shall also be evaluated.

Where necessary, the HoD/RM may also conduct a formal viva-voce/meeting (physical or virtual) with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge. Broad topics to be covered for written test / viva-voce is as under:

Domain I – Functional Knowledge	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Ground Rent and storage charges calculation. 2. Process of auctioning. 3. Process of Import from Port. 4. Process of Export from CFS & Factory Stuffing. 5. Hazardous Code. 6. Knowledge pertaining to customs notifications. 7. Receipt of cargo stuffing/de-stuffing of containers. 8. Movement of import/empty containers. 9. Allotment of space to shipping lines/billing custom procedures. 	70	

Domain II – Key Attributes	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Responsibility and Liability towards Warehousing Operations. 2. Legal and Rational Action on the problems being confronted. 3. Out-of-the-Box Thinking for Excellence in Work. 4. Decisive and Resilient in Approach. 5. Good Communication Skills. 6. Leadership Skills. 7. Transparency & Integrity. 8. Hard Work & Commitment. 	30	

XI. Interaction Feedback of HoD / RM

<ol style="list-style-type: none"> 1. 2. 3. 4.
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XII. Aggregation of Marks

Domain	Allotted Marks	Marks Obtained	Grand Total
Functional Knowledge	70		
Key Attributes	30		

XIII. Score of the MT - _____ (Out of 100).

XIV. Remarks in Case the MT has scored less than the Pass Marks

<p>Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
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1. Interaction Feedback (IV above) and Remarks (VII above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.
2. Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

(Signature of HoD / RM)
Name: _____
Date: _____

Forwarded to Head (Learning& Development) – For record / necessary action.

Format for Assessment / Evaluation of Module III (Custom Bonded Warehouse Training)

(Please see Para 6.4 of Policy for Training of MTs)

XV. Details of the MT(To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

XVI. Training Details

1	Name of Module	Custom Bonded Warehouse Training	
2	Maximum Marks for the Module	100	
3	Pass Marks for the Module	60	
4	Location of Training		
5	Duration of MT Programme (3 rd Module) – 02 Weeks	From:	To:
6	Date of Assessment		
7	Name of Officer Conducting Assessment		
8	Designation of Officer Conducting Assessment		

XVII. Scoring Criterion & Score of MT

Marks would be awarded by the Manager, Custom Bonded Warehouse after evaluating performance of the Trainee in real life scenario. Trainee's learning and understanding about the operation and handling at Custom Bonded Warehouse shall also be evaluated.

Where necessary, the HoD/RM may also conduct a formal viva-voce/meeting (physical or virtual) with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge. Broad topics to be covered for written test / viva-voce is as under:

Domain I – Functional Knowledge	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Time Barred Bonds. 2. Knowledge of circulars pertaining to customs. 3. Inspection of custom bonded assignments. 4. How to auction consignment. 5. Live bond statement and time barred bond statement, etc. 	70	

Domain II – Key Attributes	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Responsibility and Liability towards Warehousing Operations. 2. Legal and Rational Action on the problems being confronted. 3. Out-of-the-Box Thinking for Excellence in Work. 4. Decisive and Resilient in Approach. 5. Good Communication Skills. 6. Leadership Skills. 7. Transparency & Integrity. 8. Hard Work & Commitment. 	30	

XVIII. Interaction Feedback of HoD / RM

<ol style="list-style-type: none"> 1. 2. 3. 4.
--

XIX. Aggregation of Marks

Domain	Allotted Marks	Marks Obtained	Grand Total
Functional Knowledge	70		
Key Attributes	30		

XX. Score of the MT - _____ (Out of 100).

XXI. Remarks in Case the MT has scored less than the Pass Marks

<p>Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
--

1. Interaction Feedback (IV above) and Remarks (VII above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.
2. Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

(Signature of HoD / RM)

Name: _____

Date: _____

Forwarded to Head (Learning & Development) – For record / necessary action.

Format for Assessment / Evaluation of Module IV (Theoretical Subjects Training)

(Please see Para 6.4 of Policy for Training of MTs)

XXII. Details of the MT (To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg/IT/SCM/Any Other)	
4	Highest Qualification of the MT	

XXIII. Training Details

1	Name of Module	Theoretical Subjects Training
2	Maximum Marks for the Module	100 (90 Performance + 10 Behaviour)
3	Pass Marks for the Module	60 (54Performance + 06 Behaviour)
4	Location of Training	
5	Duration of MT Programme (4 th Module) – 08 to 10 Days	From: To:
6	Date of Assessment	
7	Name of Officer Conducting Assessment	
8	Designation of Officer Conducting Assessment	

XXIV. Scoring Criterion & Score of MT

Marks would be given by the Training Cell, Hapur/Corporate Office based on details mentioned above.

Where necessary, the Training & Development Cell may also conduct a formal viva-voce/meeting (physical or virtual) with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge. Broad topics to be covered for written test / viva-voce are as under:

Domain I – Functional Knowledge	Allotted Marks	Marks Obtained
1. Predominantly Classroom Sessions followed by written test, to be conducted by Training Cell, IGMRI, Hapur/Corporate Office	90	

Domain II – Key Attributes	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Responsibility and Liability towards Warehousing Operations. 2. Legal and Rational Action on the problems being confronted. 3. Out-of-the-Box Thinking for Excellence in Work. 4. Decisive and Resilient in Approach. 5. Good Communication Skills. 6. Leadership Skills. 7. Transparency & Integrity. 8. Hard Work & Commitment. 	10	

XXV. Interaction Feedback of Training In charge, IGMRI / Learning & Development Cell (Corporate Office)

<ol style="list-style-type: none"> 1. 2. 3. 4.
--

XXVI. Aggregation of Marks

Domain	Allotted Marks	Marks Obtained	Grand Total
Functional Knowledge	90		
Key Attributes	10		

XXVII. Score of the MT - _____ (Out of 100).

XXVIII. Remarks in Case the MT has scored less than the Pass Marks

<p>Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
--

1. Interaction Feedback (IV above) and Remarks (VII above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.
2. Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

(Signature of Training In charge, IGMRI / Designated Officer at Corporate Office)

Name: _____
Date: _____

Forwarded to Head (Learning & Development) – For record / necessary action.

Format for Assessment / Evaluation of Module V (Corporate / Regional Office Training)

(Please see Para 6.4 of Policy for Training of MTs)

XXIX. Details of the MT (To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

XXX. Training Details

1	Name of Module	Corporate / Regional Office Training	
2	Maximum Marks for the Module	100	
3	Pass Marks for the Module	60	
4	Location of Training		
5	Duration of MT Programme (5 th Module) – 8 Weeks	From:	To:
6	Date of Assessment		
7	Name of Officer Conducting Assessment		
8	Designation of Officer Conducting Assessment		

XXXI. Scoring Criterion & Score of MT

Concerned Trainee shall submit a report within 01 week of completion of the Module through proper channel to the CO. The report shall include all aspects of learning from the module. Marks would be awarded by the concerned HoD/RM depending on the knowledge and clarity expressed by the Trainee on the activities listed below. Where necessary, the HoD/RM may also conduct a formal viva-voce/meeting (physical or virtual) with the Trainee to discuss and better understand the details of the report presented by the Trainee and assess the knowledge. Broad topics to be covered for written test / viva-voce are as under:

Domain I – Functional Knowledge	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Hiring of Godown & Rent, 2. Bag equivalent, H & T Tendering process 3. Insurance, Taxation & Finalisation of accounts, 4. Food Safety Standards and generation of all technical reports, 5. Maintenance of storage losses and its regularisation, General & Technical Inspection and its follow up, 6. Storage of hazardous chemicals and non-hazardous chemicals, 7. Material/store management, purchase procedures, Preventive Vigilance, 8. Establishment/Recruitment rules and leave rules, 9. WMS, HRMS, e-procurement via GeM / BTS, etc. 10. MIS/MPR (Monthly Performance Report), VCR (Video Conference Report) 	70	

Domain II – Key Attributes	Allotted Marks	Marks Obtained
1. Responsibility and Liability towards Warehousing Operations. 2. Legal and Rational Action on the problems being confronted. 3. Out-of-the-Box Thinking for Excellence in Work. 4. Decisive and Resilient in Approach. 5. Good Communication Skills. 6. Leadership Skills. 7. Transparency & Integrity. 8. Hard Work & Commitment.	30	

XXXII. Interaction Feedback of HoD / RM

1. 2. 3. 4.

XXXIII. Aggregation of Marks

Domain	Allotted Marks	Marks Obtained	Grand Total
Functional Knowledge	70		
Key Attributes	30		

XXXIV. Score of the MT - _____ (Out of 100).

XXXV. Remarks in Case the MT has scored less than the Pass Marks

Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks 1. 2. 3.
--

1. Interaction Feedback (IV above) and Remarks (VII above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.
2. Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

(Signature of HoD / RM)

Name: _____

Date: _____

Forwarded to Head (Learning & Development) – For record / necessary action.

Format for Assessment / Evaluation of Module VI (On Job Training)
(Please see Para 6.4 of Policy for Training of MTs)

XXXVI. Details of the MT (To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

XXXVII. Training Details

1	Name of Module	On Job Training
2	Maximum Marks for the Module	100
3	Pass Marks for the Module	60
4	Location of Training	
5	Duration of MT Programme (6 th Module) – 24 Weeks	From: To:
6	Date of Assessment	
7	Name of Officer Conducting Assessment	
8	Designation of Officer Conducting Assessment	

XXXVIII. Scoring Criterion & Score of MT

Marks would be awarded by the Trainer after evaluating performance of the Trainee in real life scenario. Trainee's learning and understanding about the different processes explained and then executed by him / her.

Where necessary, the HoD/RM may also conduct a formal viva-voce/meeting (physical or virtual) with the Trainee to discuss and better understand the details of the learnings during the period of OJT. Broad topics to be covered for written test / viva-voce are as under:

Domain I – Functional Knowledge	Allotted Marks	Marks Obtained
1) Learning the Processes / activities. 2) Engagement / involvement of the Trainee in understanding the process and execution. 3) Exhibition of ownership by the Trainee in accepting responsibilities and executing. 4) Level of improvement in execution observed from start of training till end of training. 5) Application of the learnings in real life situations. 6) Improvement on commitments of work. 7) Demonstration of new competency or behavior. 8) Informal feedback from Peers and Managers.	70	

Domain II – Key Attributes	Allotted Marks	Marks Obtained
<ol style="list-style-type: none"> 1. Responsibility and Liability towards Warehousing Operations. 2. Legal and Rational Action on the problems being confronted. 3. Out-of-the-Box Thinking for Excellence in Work. 4. Decisive and Resilient in Approach. 5. Good Communication Skills. 6. Leadership Skills. 7. Transparency & Integrity. 8. Hard Work & Commitment. 	30	

XXXIX. Interaction Feedback of HoD / RM

<ol style="list-style-type: none"> 1. 2. 3. 4.
--

XL. Aggregation of Marks

Domain	Allotted Marks	Marks Obtained	Grand Total
Functional Knowledge	70		
Key Attributes	30		

XLI. Score of the MT - _____ (Out of 100).

XLII. Remarks in Case the MT has scored less than the Pass Marks

<p>Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks</p> <ol style="list-style-type: none"> 1. 2. 3.
--

1. Interaction Feedback (IV above) and Remarks (VII above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.
2. Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

(Signature of HoD / RM)

Name: _____

Date: _____

Forwarded to Head (Learning & Development) – For record / necessary action.

Format for Assessment / Evaluation of Module VII (Final Assessment by Management)

(Please see Para 6.4 of Policy for Training of MTs)

XLIII. Details of the MT (To be filled by Learning & Development)

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

XLIV. Training Details

1	Name of Module	Final Assessment by Management
2	Maximum Marks for the Module	300
3	Pass Marks for the Module	180
4	Location of Training	
5	Duration of MT Programme (7 th Module) – 01 Day	
6	Date of Assessment	
7	Name of Officers Conducting Assessment	
8	Designation of Officers Conducting Assessment	

XLV. Scoring Criterion

Marks would be awarded by the jury based on the presentation made by the Trainee and question answer session that follows based on the presentation.

XLVI. Interaction Feedback of Committee Members

1.	
2.	
3.	
4.	
5.	

XLVII. **Score of the MT** – 1st Member _____ (Out of 100)

2nd Member _____ (Out of 100)

3rd Member _____ (Out of 100)

Total Score _____ (Out of 300)

XLVIII. Remarks in Case the MT has scored less than the Pass Marks

Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks
1.

2.
3.
4.
5.

1. Interaction Feedback (IV above) and Remarks (VI above, where applicable) have been shared with Mr. / Ms. _____ and has been advised of corrective action.

2. Recommended for clearing the Module / Recommended for re-assessment (strike out whichever is not applicable).

Signature of 1 st Member	Signature of 2 nd Member	Signature of 3 rd Member
Date:		

Special Remarks / Dissenting Note, if any

(Name & Signature of the Concerned Member)

Forwarded to Head (Learning & Development) – For record / necessary action.

Guidelines for Trainers conducting Training
(Please see Para 6.12 of Policy for Training of MTs)

A) The Trainer should:

- 1) Have good knowledge of the job/activity he / she is training on.
- 2) Have strong ability to communicate the knowledge of the job / activity. Poor or inadequate communication shall loose the impact of training.
- 3) Have adequate experience of the job/activity.
- 4) Plan and strategize the training programme.
- 5) Schedule the training programme as per the availability of resources at the place of training.
- 6) Training schedule / plan to be executed under near similar conditions in which the Trainee has to work, post confirmation. Not train from memory.
- 7) Use approved and standard systems, manuals, process documents, etc. for training to ensure standardization of the process and activity.
- 8) Clearly explain the purpose of the job and the steps to be taken for execution of the job.
- 9) Explain the procedure and processes of the job in detail for execution.
- 10) Breakdown the job into components for better understanding and absorption of the Trainees, where the complete activity involves multiple steps.
- 11) Clearly define the performance expectations and deliverables.
- 12) Provide additional training where required, in case the Trainee exhibits lack of understanding of a process system.
- 13) On completion of an activity, review the main points and monitor.
- 14) Take feedback from the Trainees with respect to what was good in the training and what needs improvement.
- 15) Demonstrate leadership skills and be respected by his / her colleagues.
- 16) Express a strong positive attitude towards work / job and the Trainees.
- 17) Create a comfortable learning environment.
- 18) Encourage an open work system and encourage Trainees to ask questions.
- 19) Demonstrate patience in handling training activities and management of Trainees.
- 20) Give special emphasis on training on operations of safety gears / processes.
- 21) Prepare for error free execution, however mistakes may happen.

B) The Trainer should not:

- 1) Be hesitating in accepting lack of knowledge on any particular work / activity.
- 2) Over coach or under coach as both are dangerous.
- 3) Be too fast or too slow, be thorough on the subject.
- 4) Assume that the Trainees are aware of the process. Instead assume they know nothing and train from scratch.
- 5) Raise unrealistic expectation among the Trainees, be fair and frank and to the point.
- 6) Assume that there will be no mistakes in execution post training.
- 7) Exercise position of authority. Rather act as a guide to the Trainees.
- 8) Express favouritism towards any work / job / activity or any Trainee.

OJT is not the end. It is the beginning of the journey of learning and execution for the Trainees.

Format for Consolidated Score Sheet of MT
(Please see Para 6.12 of Policy for Training of MTs)

XLIX. Details of the MT

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

L. Detailed Scores of the MT (for all Modules)

SN	Name of Module	Duration of Training	Maximum Marks for the Module	Pass Marks for the Module	Score of the MT during assessment	*Score of the MT during reassessment
1	General Warehouse Training	08 Weeks	100	60		
2	CFS / ICD Training	04 Weeks	100	60		
3	Custom Bonded Warehouse	02 Weeks	100	60		
4 a	Theoretical Subjects Training (Performance)	08 to 10 Days	90	54		
4 b	Theoretical Subjects Training (Behaviour)		10	06		
5	Corporate Office / Concerned Regional Office Training	08 Weeks	100	60		
6	On Job Training	24Weeks	100	60		

**Applicable only where the MT had to appear for a reassessment.*

Please mention relevant information about the MT, special achievements, if any, any other details important for the management team to take a final decision.

- 1.
- 2.
- 3.

(Signature of Head of Learning& Development)

Name: _____

Date: _____

Format for Reassessment
(Please see Para 8.4 of Policy for Training of MTs)

LI. Details of the MT

1	Name of MT	
2	Date of Joining	
3	Functional Discipline of MT (HR/F&A/Mktg./IT/SCM/Any Other)	
4	Highest Qualification of the MT	

LII. Training Details (1st Evaluation) – Module for which reassessment is being carried out
(To be filled by Learning & Development)

1	Name of Module	
2	Maximum Marks for the Module	
3	Pass Marks for the Module	
4	Score of the MT for the Module (1 st Assessment)	
5	Name of Officer who Conducted 1 st Assessment	
6	Designation of Officer who Conducted 1 st Assessment	

LIII. Interaction Feedback of HoD / RM/ Committee (Reassessment)

1.	
2.	
3.	
4.	

LIV. Score - _____ (Out of __).

LV. Remarks in Case the MT has scored less than the Pass Marks in the reassessment

Please mention specific reasons as to why the MT has not been able to achieve the Pass Marks	
1.	
2.	
3.	

- Interaction Feedback (III above) and Remarks (V above, where applicable) have been shared with Mr. / Ms. _____.
- Recommended for clearing the Module / Not Recommended for clearance of the Module (strike out whichever is not applicable).

(Signature of Concerned Officer (s))

Name: _____

Date: _____

Forwarded to Head (Learning & Development) – For record / necessary action.