

CENTRAL WAREHOUSING CORPORATION

BSISIRIKAS.....REGISTRATION NO. FSS4305ISO14001:1996EMS6616.....ISO9001:2000
(A GOVT. OF INDIA UNDERTAKING)

4/1, Siri Institutional Area,
Hauz Khas, New Delhi - 110016

“ORGANIZATION, FUNCTIONS AND JOB DESCRIPTION OF THE SENIOR OFFICERS”

MANUAL-I

ORGANISATION:

Central Warehousing Corporation (A Government of India Undertaking) is a Public Sector Undertaking, of Department of Food and Public Distribution, under the Ministry of Consumer Affairs, Food & Public Distribution. It has its Corporate Office at New Delhi with 14 Regional Offices and 421 Warehouses spread all over the country as on 31.07.2021.

The Central Warehousing Corporation is committed to build and pursue to provide Scientific Storage Facility for more than 400 commodities. The trained personnel offer top of the line storage facilities for all notified commodities including sensitive perishables through Temperature Controlled Warehouses, Liquid Storage and Custom Bonded Warehouses. The Corporation has devised and implemented Customer Friendly Systems & Procedures to ensure cost effectiveness of operations by adopting latest technology and optimum utilization of resources with an objective to encourage innovative and good performance at all levels and develop team spirit with sense of belongingness amongst all employees. The objective of the Corporation also ensures that not only technical quality and services achieved but also the services delivered in a speedy courteous and friendly manner.

The staff strength of the Organization as on 31.07, 2021 is as under: -

Group - A	289
Group - B	567
Group - C	1468
Group - D	216
Total:	2540

FUNCTIONS:

1. To acquire and build warehouses at suitable places in India and abroad;
2. To run Warehouses for the storage of agricultural produce, seeds, manures, fertilizers, agricultural implements and notified commodities offered by individuals, cooperative societies and other institutions;
3. To arrange facilities for transport of agricultural produce, seeds, manures, fertilizers, agricultural implements and notified commodities to and from Warehouses.
4. To subscribe to the share capital of State Warehousing Corporations;
5. To act as an agent of the Government for the purpose of purchase, sale, storage and distribution of agricultural produce, seeds, manures, fertilizers, agricultural implements and notified commodities;
 - i. Enter into, with any corporation established by or under any Central Act or any State Act or with any Enter into, with the previous approval of the Central Government, joint ventures company formed and registered under the Companies Act, 1956 including foreign company or through its subsidiary companies, for carrying out the purposes of this Act.
 - ii. Establish subsidiary companies; and
 - iii. Carry out such other functions, as may be prescribed.

JOB DISCRIPTION OF THE SENIOR OFFICERS:

S. No.	Name & Designation	Job Description
1.	Sh. Atish Chandra, IAS, Chairman	
2.	Sh. Arun Kumar Shrivastava, Managing Director / Additional chage of Director Finance	He is the Chief Executive and overall Head of the Organization.
3.	Sh. Amit Kumar Singh, Director (MCP)	He will look after the work of Commercial Division, Inspection Division, SP & C Division, Planning Division, Technical Division, and Engineering Division, and he will exercise full powers of MD in so far Engineering matters are concerned.
4.	Presently Vaccant Director (Fin)	He is responsible to function as Principal Advisor to the Board of Directors (BOD), Executive Committee (EC) and the Managing Director (MD) on all Financial and cognate matters and to accord financial concurrence to all proposals, which fall within the delegated powers of BOD/EC/MD. He is responsible to coordinate all functions of Finance, Accounts, Budget and Audit of Accounts of Corporate Office, Regional Offices and Construction Cells and plan the resources of the Corporation for the present and future needs and calling for the Share Capital, as and when required. He is also responsible to develop, coordinate and maintain Accounting System and Financial Procedures coordinate the work of Statutory and Government Auditors and exercise Administrative and Financial Powers, as may be delegated to him from time to time.
5.	Sh.R.K.Sinha Director(Pers.)	He is responsible for Man-Power Planning, Training & Development, Administration, and Establishment & Industrial Relations to provide trained and experienced man-power at all locations of work. He is also responsible for the career growth of the employees of the organization finalization of Pay scales and allowances, for policy matters relating to recruitment & promotions. He is the Director of Grievances and is responsible for Redressal of the Grievances. He is the head of the HRD and is responsible for planning, controlling and evaluating all training programmes of the organization and also for sports promotion in the organization. Matters related to Raj Bhasha are also looked after by him. He is also responsible to exercise Administrative & Financial Powers as may be delegated from time to time. He is the appellate authority for RTI matters.

6.	Presently Vacant Chief Vigilance Officer	The CVO heads the Vigilance Division of Central Warehousing Corporation and acts as special assistant/advisor to the Chief Executive in all matters pertaining to Vigilance, He also provides a link between CWC and the Central Vigilance Commission on one hand and CWC and the Central Bureau of Investigation on the other.
7.	Sh. S.C. Chaturvedi, GGM, HOD of Inspection Division	He is responsible for ensuring and promoting healthy work in warehouses along with ensuring prescribed procedures/process to be adhered. He is also responsible for quality control and preservation of goods along with proper maintenance of accounts and records at warehouse level. He also ensures that suitable changes/up gradations are made to the Inspection process so as to keep the Inspection procedure at par with the continuously evolving Warehousing. He also makes sure that all the General Inspection to be done as per the plan so as to complete the General Inspection of Warehouses with in the same Financial Year without any shortfall.
8.	Sh. A M Rao, GGM(Pers.)	He is responsible for Man-Power Planning, Training & Development, Administration, and Establishment & Industrial Relations to provide trained and experienced man-power at all locations of work. He is also responsible for the career growth of the employees of the organization finalization of Pay scales and allowances, for policy matters relating to recruitment & promotions. He is the Director of Grievances and is responsible for Redressal of the Grievances. He is the head of the HRD and is responsible for planning, controlling and evaluating all training programmes of the organization and also for sports promotion in the organization. Matters related to Raj Bhasha are also looked after by him. He is also responsible to exercise Administrative & Financial Powers as may be delegated from time to time.
9.	Sh. Shivanand Rai GGM (Project)	He is the overall In-charge to organize, direct and coordinate the Project division of the Corporation to formulate Business Policies and render advice / guidance for development and diversification of business and review procedures relating to CFS, ICD Bonded Warehouses, ICPs and Integrated Logistics hubs. "He is responsible to formulate business plans for diversification of business activities in the field of Container Freight Stations (CFSs), Inland container Depots (ICDs), Air Cargo Complex/Air Freight Stations. Integrated Check points (ICPs), and other new business avenues. He will also coordinates with various ministries/depts for development of CFSs/ICDs, LCS and other new projects."
10.	Shri R.R. Aggarwal, GGM (Finance)	He is responsible for:- 1. Monitoring and control of Debtors i.e. Outstanding Dues recoverable from the Depositors and other Customers and sorting out disputes with the Depositors. 2. Employees related payments like Salary, Medical Bills, and TA Bills and financial concurrence on the files received from the Personnel Division. 3. Work relating to Gratuity, Pension Employees

		<p>Benevolent Trust.</p> <ol style="list-style-type: none"> 4. All work relating to CPF Trust. 5. Financial concurrence to matters related to FCI and FCI Rate Revision. 6. Third Party Payments and concurrence of matters related to supply of goods & services. He is responsible for vetting of proposals received from the Purchase Division. 7. Financial concurrence to all proposals from Commercials Division (including H & T) except proposals relating to FCI. 8. To work as APIO of Finance Division. 9. Updation of DoPs 10. Corporate Social Responsibility (CSR) monitoring of expensese
11.	<p>MRITUNJOY KUMAR VERMA GROUP GENERAL MANAGER (G), SP & C Division</p>	<p>Data compilation and preparation of monthly performance report, power point presentation, data analysis / mining, etc, for the perusal of Management and the Ministry.</p> <p>Monitoring of performance and progress of Regions.</p> <p>Co-ordination with all concered, for smooth flow of data and reports alongwith development of online submission of core and other data from Regions and other Divsions</p> <p>Organising customer & trade meets and workshops at Regional and Corpoarte Office level.</p> <p>Co-ordination with Ministry and Parliamentary Committees, and reply including of Parliament Questions, VIP references, submission of data & material for Public Enterprise Survey, Economic surveys, annual report of the Ministry, year end review, etc.</p>

12.	Sh. Samuel Praveen Kumar, GM (Commercial)	<p>He is the overall In-charge to organize, direct and coordinate all commercial / business activities of the Corporation to formulate Business Policies and render advice / guidance for development and diversification of business and review procedures relating to Warehousing operations. He is responsible for arranging selection of centers for construction of warehouses to expand the business and also to settle terms & conditions of storage with Government Departments/clients. He is responsible for acceptance of H&T Tenders, Limited Tenders, Single tenders, service Provides Contracts etc. Equipments, etc., write off of outstanding dues in respect of Storage Charges, marketing facilitating charges and other dues connecting with Warehousing etc. He is also responsible to exercise administrative and financial powers as may be delegated from time to time.</p>
13.	Shri Amit Puri , GM (Tax & Corporate Account)	<p>He is responsible for :-</p> <ol style="list-style-type: none"> 1. Maintenance of Books of Accounts of the Corporate Office and consolidation of the Accounts of the Corporation based on the Audited Accounts received from Regional Offices, as also the audit thereof, both by Statutory & Government Auditors. 2. He is also responsible for all matters relating to Direct Taxes & Indirect Taxes. 3. To Issue Policy Guidelines on Corporate Accounts and Taxation matters. 4. To assist and advise Field Units/Divisions on all matters related to Tax & Corporate Accounts. 5. To ensure statutory compliance of tax laws in the Corporation e.g. deposit of tax, filing of returns. 6. To attend to tax assessments, tax appeals and other tax related legal matters. 7. To liaison with auditors, Tax consultants and Tax Authorities. 8. To perform other duties which may be assigned from time to time. 9. To ensure GST compliance. 10. To deal with matters of works Accounts.

14.	SMT. MITALI GUHA DY. GENERAL MANAGER (G), (SP & C Division)	<p>Preparation of Corporate Action Plan, compilation of relevant data and monitoring of their implementation.</p> <p>Preparation of MIS reports like capacity, utilization region-wise / state-wise / warehouse-wise, vacancy, achievement, submission of data/information for kind of reports, year books, coordination with Ministry and Parliamentary Committee and reply including Parliament Questions, VIP References, Annual Report of CWC and data for Annual Report of Ministry, all Ministry correspondences. Compilation of ten years performance of CWC.</p> <p>All work related to Study Visit of Parliament Standing Committee, any type of Audit, RTI etc.</p> <p>Any other work assigned by HoD from time to time.</p>
15.	NARENDRA KUMAR DY. GENERAL MANAGER (G) (SP & C Division)	<p>Coordination with MIS Division for getting MIS reports pertaining to physical and financial parameters which are being prepared manually at present.</p> <p>Preparation of Monthly Performance Report, Action Taken Report on Senior officers' meeting, minutes, live issue of CWC, items of essential commodities minutes, items related to Minister review meeting and Minister DASH Board, fortnightly report, DO report, Preparation of Coffee table book..</p> <p>Submission of data and material for Public Enterprises Survey, Economic Survey, Points related to demand for grants.</p> <p>Preparation of Corporate PPT, business development, over saying participation in exhibition, workshop, webinar, seminar, organization of customer and trade meets and workshop.</p> <p>Any other work assigned from time to time by HoD.</p>
16.	Sh. H.B.Das, (DGM- Treasury & Insurance)	<ol style="list-style-type: none"> 1. Cash & Bank and investment of surplus funds. 2. Budget & Budgetary Control. 3. Matters relating to Insurance of stocks, property and other risks.

17.	Sh. S.C. Malick, DGM(Internal Audit) Audit Division	<p>He is responsible for :-</p> <ol style="list-style-type: none"> 1. Formulation of Annual Internal Audit Plan, as per policy of the corporation and effective implementation. This may be executed by the Internal Audit Team including outsourced CA Firms and monitoring the monthly progress of internal audit. 2. Monitoring and review of internal audit report submitted by the Internal Audit team as well as outsourced CA firms. 3. Monitoring and review of monthly Concurrent Audit Report conducted at the various CFSs by the outsourced CA firms or by the Internal Audit Team. 4. Appointment of CA firms for conducting the Internal Audit and Concurrent Audit. 5. Coordinating with C&AG for Performance Audit and submission of reply to Performance Audit Report to the Ministry & C&AG. 6. Monitoring and submission of replies to the Govt. Audit paras including Draft Paras & Factual Statements. 7. Audit of CPF Account of all retired employees before making CPF final payment. 8. Audit of leave account of all employees on the
18.	Ms. Jessy Jacob, DGM, Secretary	<p>He is responsible to convene Meeting of the Board of Directors, Executive Committee, Sub-committee of the Board of Directors, Annual General Meeting and the Meeting for election of Directors in consultation with Chairman and Managing Director. The Secretary is also responsible to supervise and coordinate work relating to references from the Ministries, Parliamentary Committees, and Parliament questions etc. He is also required to provide guidance to the State Warehousing Corporations and overall supervision of the affairs of State Warehousing Corporations including release of contribution towards equity capitals of State Warehousing Corporations, approval of programme of activities and budget estimates of State Warehousing Corporations.</p> <p>He is responsible to monitor implementation of the guidelines on Corporate Governance and submit Quarterly compliance report to the Administrative Ministry and Annual Report to the Department of Public Enterprises' Govt. of India. He is also responsible to exercise administrative and financial powers as may be delegated from time to time.</p> <p>The Secretary is the Chief Risk Officer and provides the necessary inputs and assistance to the Risk Management Committee at CO, Managing Director, Board Level Risk Management Committee and Board of Directors for their Monitoring and review. He shall also works as the Lead Coordinator for Risk Management in the Corporation.</p>

19.	Sh. Roopendra Kumar Sharma, SE & CE(IC), Engineering/Planning Division	He is responsible for all aspects of constructional work, technical examination of construction work in different Regional Offices, periodical inspection of construction works & monitoring of progress thereof for such centers. He is also responsible for quality control as per CPWD specification, norms and CPWD manual along with internal instructions of CWC for all construction works. He is responsible for compilation of replies to the CTE's technical audit observation/internal Vigilance Division's observation for preventive check examinations of works and other related matter, internal Audit/CAG reports etc. He is also monitoring arbitration cases and disposal of RTI cases pertaining to matters of Engineering Division. He makes efforts for bringing in deposit works from other Organisations.
20.	Amrish Gautam, DGM (Purchase/Publicity/ Admn)	DGM (Publicity) is responsible for getting the daily press reports appearing in newspapers scrutinized and retrieve the news items relating to the functioning of the organization/government policies for apprising the management. DGM (Publicity) is responsible to supervise the word of in-house journals and other publicity materials', release promotional and institutional advertisements, souvenirs, specials issues, preparation of publicity presentation, video films, participation in exhibition and trade fairs etc. and is also responsible to exercise administrative and financial powers as may be delegated from time to time.
21.	Dr. Sidharth Rath, DGM - HOD (PCS & Technical Division)	He is responsible to formulate and maintain quality control objectives, procedures and standards and advise the Regional Offices, Warehouses in respect of Quality Control methods relating to agricultural, industrial commodities etc. in storage. This is not only aimed at improving quality in all respects but also to improve quality of services and loss prevention (minimise losses to the Corporation). He is also responsible to assess the requirement of technical inputs for warehousing, lay down their specifications for purchase, arrange for pre-purchase inspections, supplies and inter-regional movement of the same through regional offices. He is responsible to monitor Technical and Quality Control Inspections of all the warehouses of the corporation in order to ensure healthy practices, to develop grade specification/code of storage practices for different commodities for assessing commercial quality and storability of the produce. He is also responsible for laying down procedure for sampling, analyses, grading and other quality control measures and to keep liaison with Research Institutes, Agricultural Universities, Commodity Board etc to keep abreast of the latest skills of scientific storage and preservation. He is responsible for monitoring Farmer Extension Services Scheme to educate the farmers at farm level about the benefits of scientific warehousing of agricultural produce.

		<p>He is also responsible to identify areas of research and development in Warehousing and relevant fields and formulate proposals for effective decision making. He is responsible to coordinate technical research so as to benefit the Corporation.</p> <p>He is also responsible to monitor the performance of the Technical Inspection reports received from the respective Regional offices and to evaluate and monitor the performance of Warehouses and also organize technical inspections of Warehouses from Corporate Office, if necessary.</p> <p>He is responsible to propagate Pest Control Services of the Corporation by constantly keeping liaison with the existing clients and prospective clients requiring Pest Control Services. Close liaison is maintained with the government authorities like Directorate of Plant Protection Quarantine & Storage and other statutory agencies to ensure proper licensing of the Pest Control Units & Pest Control Operators of the Corporation.. He is also responsible to exercise administrative and financial powers as may be delegated from time to time.</p>
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