

**CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)**

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

NORMS / TIME LIMITS

MANUAL – IV

Sl. No.	Activity	Time schedule
PERSONNEL DIVISION		
1.	Grant of permission for movable/immovable property	5 days
2.	Closure of probation period	6 days
3.	Sanction of leaves/leave encashment (a) Group B Officers (b) Group A Officers	2 days 3 days
VIGILANCE DIVISION		
1.	Submission of PE Report to CVC	30 days
2.	Submission of RC Report	60 days
3.	Charge sheet for major/minor penalty	60 days
4.	Preliminary hearing	15 days
5.	Examination of listed documents	5 days
6.	Submission of listed documents	10 days
7.	Procuring & Inspection of additional documents	45 days
8.	Arrangement of regular hearing	20 days
9.	Regular hearing and recording of evidence	25 days
10.	Prosecution Brief	15 days
11.	Defence Brief	15 days
12.	Inquiry Report	30 days
13.	Sending copies of IO's Report to Charged Official	15 days
14.	Forwarding of I.O's report to CVC for 2 nd stage advice.	30 days from the date of receipt of C.O's representation.
15.	Issue of Order on Inquiry report from the date of CVC advice where second stage advice is requested.	30 days
16.	Issue of Order on Inquiry Report where CVC advice is not required.	60 days
17.	Submission of appeal	45 days
18.	Forwarding of appeal to AA by DA	15 days
19.	Passing of Orders by AA	90 days
20.	Review of Orders passed by DA/AA	180 days

**Time Frame for Disposal – Finance Division at Corporate Office & Field
Units**

1.	Arrangement of Salary a) Preparation of final monthly payment of salary. b) Arrangement of salary payment	26 th of the month Last working day of the month
2.	i) Preparation of Supplementary Bill ii) Arrangement of Payment iii) Accountal of supplementary payment	} Within 7 working days 3 rd of the following month
3.	Verification of Summary/EJV by Salary section	7 th of every month
4.	Payment of Personal advances	1-8 working days (Depending upon nature of Advance)
5.	(i) Medical/TA Advances (ii) Passing/Returning of Medical/TA Bills	7-10 working days 3 working days
6.	Settlement of Various Bills i) MF charges bills-WHM ii) MF charges bills-RM iii) Supplier/Godown rent bill-WHM iv) Supplier/Godown rent bill-RM	} 5-7 working days
7.	Settlement of Insurance Claim for stocks damaged in Warehouses a) Lodging of Insurance claim b) Survey/salvaging of damaged stock c) Disposal of damaged stock d) Lodging of final claims e) Status report to Corporate Office	Day of incidence. Same Day 15 days 6 months 30 days 7 days
8.	Encashment of deposits and investment of surplus funds a) Assessment of funds requirements and investible surplus b) Investment of surplus funds i) Approval for call of card rates ii) Issuing letters for call of card rates iii) Opening of card rates by Committee iv) Preparation of comparative statement v) Approval by CA for investing fund vi) Preparation of bank withdrawal vouchers for investment vii) Issuing the letter to bank for investment of funds Viii) Making entries of investment	Periodically / every day } On the same day of investment } On the same day of investment
9.	Encashment of existing Deposits for Working	

	<p>Capital Requirements.</p> <p>i) Issuing letter for encashment</p> <p>ii) Preparation of Bank Deposit Vouchers</p> <p>iii) Making entries</p>	<p>} On the date of Maturity</p>
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TECHNICAL DIVISION		
<p>1.</p>	<p>Disposal of damaged, unclaimed/abandoned stock of depositors</p> <p><u>Warehouse level (upto 5 MT)</u></p> <p>(a) Assessment Committee Report (b) Reserve Price Committee Report (c) Auction</p> <p><u>Regional Office level</u> Acceptance of price of the highest bidder and order for disposal of stock on the basis of recommendations of Auction Committee.</p>	<p>3 days 3 days 15 days after notification.</p> <p>3 days</p>
<p>2.</p>	<p>Disposal of unserviceable/obsolete articles</p> <p>(a) Constitution of Assessment Committee (b) Constitution of Reserve Price Committee (c) Notice for auction (d) Auction date (e) Auction Committee</p> <p>I. Acceptance of highest bidder. II. Deposit of balance money by highest bidder. III. Re-auction, if required.</p>	<p>03 days 02 days 15 days</p> <p>7 days after notice period. 2 working days 7 days.</p>
<p>3.</p>	<p>(a) Lodging of quality complaint for FCI stock</p> <p>(b) Sending the quality assessment report to Consigner</p> <p>(i) Completion of joint analysis (ii) Submission of LAS on the basis of joint inspection report</p>	<p>3 days from the date of receipt/unloading. 5 days 25 days 30 days</p>

ENGINEERING DIVISION		
1.	Processing of estimates	9 days
2.	Processing of deviational statement	5 days
3.	Processing of final deviation statement substituted and extra item statement.	7 days
4.	Processing of time extensions	5 days
5.	Processing of cost estimate for project	5 days
6.	Processing of cost adjustment statements	5 days
7.	Appointment of Arbitrator	8 days
8.	Processing of Counter claims	9 days
9.	Processing of Arbitration award	9 days
10.	Processing of tenders	9 days
Engineering Section of Regional Office		
1.	Submission of estimates, final deviation statement, final time extension etc. for sanction of Corporate Office.	30 days from the date of receipt at RO.
2.	Submission of final bills to accounts section of RO	15 days of the receipt of sanction of FDS/FTE
3.	Submission of final bills in all respect to RO by field units.	60 days from the date of completion of work.
4.	Compliance of observations with regard to FDS/FTE	15 days from the date of the receipt of letter from C.O.
5.	Sanction of FDS/SI/EI by ROs within their power	15 days from the date of receipt from sub-division/field AEs.
PURCHASE DIVISION		
1.	a) Deciding the mode of purchase b) Opening of tenders c) Evaluation of tenders d) Placement of Supply Order e) Offer of the inspection of Stores f) Inspection of product g) Issue of received certificate h) Payment of running bills i) Final payment	72 hours. 10 days from the date of receipt of bill. 60 days from the date of receipt of stores

INSPECTION DIVISION

The time schedule for inspection of warehouses of various capacities will be as under:-

SI.No	Capacity in MTs	No. Of Days

1	Up to 5000	02
2	5001 to 10000	03
3	10001 to 15000	04
4	15001 to 25000	05
5	25001 to 50000	06
6	50001 to 75000	07
*75001 and above one additional day for every 12500 MTs capacity.		