

CENTRAL WAREHOUSING CORPORATION

(A GOVERNMENT OF INDIA UNDERTAKING)

4/1, Siri Institutional Area

Hauz Khas, New Delhi – 110016

“CATEGORIES OF DOCUMENTS HELD IN THE CORPORATION”

MANUAL-VI

All the Divisions and their Sections in the Corporation maintain files, registers etc. relating to the work dealt by them. Manual-II contains detailed items of work handled in various divisions/sections of the Corporation. Copies of the Acts, Rules, Regulations etc. administered by the concerned Divisions/Sections are also maintained by them. Besides these records, the following documents are created or compiled by the respective Divisions: -

S. No.	Division/Section	Documents held	Contact person
1.	Vigilance Division	Central Complaint Registration Register Charge-sheet Issue Register Case Registered Register CBI-Case Register Dak-Diary Register Preventive Check Register Suspension Register	DGM/AGM (Vigilance)
2.	Project Division	1 - Bonded warehouses. procedures regarding appointment of H&T/SAMO Contractors at ICD/CFS 2 Procedures work instructions, Best Management Practices relating to project aspects for functioning of container freight stations, ICDs etc.	Manager(Project) Manager(Project)
3.	Commercial Division	1 Procedures regarding appointment of H&T Contractors 2 Procedures work instructions, Best Management Practices relating to Commercial aspects for functioning of general warehouses.	GM/M(H&T) AGM (C.)-I
4.	Finance Division	1. Budget Estimates	Shri H.B.Das, DGM

			(Finance)
		2. Balance Sheet and Profit & Loss Account	Shri Amit Puri, GM(F&A)
		3. Memorandum of Understanding	Shri Amit Puri, GM(F&A)
5.	B&C Division	Documents relating to Board/EC Agenda and Minutes	PS
		Document related to Shareholders List/Registers	SAM (B&C)
		SWCs Share Certificates	SIO (B&C)
		CRWC Shares & Demat Accounts	Supdt. (B&C)
6.	Personnel Division,	Court-cases Register, Public Grievances Register, Union Meeting Attendance Register	Manager(IR)
		Rosters of employees working in different cadres, Man-power.	AGM(Estt.)
		Documents regarding Compassionate Appointment	Manager(R&P)
		Merit Scholarship Register	SAM(Admin)
		Annual Confidential Reports of Officers and employees.	Manager(CR)
		Roster of Direct Recruitments for all posts	Senior Asst. Manager(Liaison)
		Roster Register for promotion Up to the post of SAM/EE/. Roster Register for PWD as per Govt. guide lines.	
		Processing the panels received from ROs for promotion of WAG-II to the post of WAG-I for approval.	
		Submission of quarterly/half yearly and annual returns to the Administrative Ministry and other Govt. Department regarding representation of SCs/STs/OBCs/PHs & Ex-SM in the CWC.	

		To get verification of caste certificates of employees/officials recruited in CWC from the issuing authorities.	
		Correspondence with National Commission for SC, ST, OBC & PWD in reference to grievances employees/officials.	
		Personal File Register	AGM (Estt.)
		SVRS Register	
		Transfer/Promotion Register	
		Probation Register	
		Sr. Payment of Retirement Benefit Register (including death/resignation)	
		Suspension/Revocation Register	
		VIP Reference Register	
		Registers relating to Leased Accommodation, Fan/Computer/Conveyance Advance; House Hold Advances; Transport Subsidy; Quarters Allotment; Air-ticket Booking; Post-retirement Medical Scheme Membership; & CWC Medical Scheme, Flat Purchases etc; Log book, History sheet Register of Staff Cars/official vehicles; Dak-receipt Register.	
		HBA, interest subsidy & APR	
7.	Purchase Section	Purchase Manual	HOD (Purchase)
8.	Internal Audit Division	Internal Audit Manual containing	DGM(I/A)/AGM(I/A) /Manager(I/A)/SAM(IA)
		Work Instructions and related matters & guidelines.	Asstt. Manager (Internal Audit) /SIO(IA)/Acctt.(IA)/Supdt.(IA)
9	Engineering Division	Documents relating to Technical Sanction Estimates; NIT along	Astt. Engineer/Executive Engineers.

		with Tender Documents containing Contract Conditions – Vol-I & Schedule of Quantities – Vol-II.	
		Documents relating to Appointment of Arbitrator' List of Arbitrator & Arbitration Cases.	Astt. Engineer/Executive Engineers.
		Documents relating to CPWD Specifications (Civil & Electrical); Delhi Schedule of Rates; Analyses of Rates.	Astt. Engineer/Executive Engineers.
		Documents relating to Layout Plan; Architectural & Structural drawings of Warehouses, Ancillary Buildings etc.	Asstt.Architect./Asstt. Engineer/Executive Engineer.
10	Publicity Section	Documents relating to Release Orders	DGM (Publicity)
11	Quality Systems - Division	Documents related to Quality, Environmental & Occupational Health & Safety System (Quality Manual) & Management Systems Review Procedure	(HRMS)
12	PCS & TECHNICAL DIVISION	Technical	Documents related to Technical & Quality Control Procedure; Work Instructions; Best Management Practices with Formats
		R&D	Documents related to various trials/experiments under Research & Development
		Pest Contr ol Services	Files/Documents related to work instructions, Best Management Practices with Formats, monitoring of Pest Control performance of regions & other related matters.
			HOD (PCS & Technical)
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The Record Room of the Corporation holds the recorded files sent by different Divisions/Sections for future references. The files are retained in the Record Room till the clearance is obtained from the respective Divisions/Sections for their disposal.