



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



No. CWC/FD/DOP-Estt. /2021-22

Dated: 06.05.2021

DOP CIRCULAR No. 04/2021

Sub: Revision of DOP regarding inter carting and/or internal handling of stock/material

Ref: (i) Circular No. CWC/XVI-2/DOP/Rectt/18-19 dated 07.08.2018

Many references have been received by the corporate offices for sanction of expenditure on inter carting and/or internal handling of stock/material from one warehouse to another or within the same complex/godown required to create space for bulk depositors or to dehire the excess capacity.

2. The DOP for sanction of expenditure on inter carting and/or internal handling of stock/material from one warehouse to another or within the same complex/godown has been reviewed keeping in view that these are purely operational matters which needs to be decided by the field officials with due consideration of the facts, circumstances and cost benefit analysis at warehouse level. Such facts, circumstances and cost benefit analysis are known to the warehouse manager and Regional office who are involved in day-to-day operation of the warehouse.

3. In order to ensure that expeditious decisions are taken by the warehouse and revised as under to ensure fast decision making by the regional offices and warehouse managers, the Existing DOP No. 26.1 for sanction of expenditure on inter carting and/or internal handling of stock/material from one warehouse to another or within the same complex/godown is revised as under:

| S. No. | SUBJECT MATTER | DIR | GM | DGM | AGM | MGR | Remarks |
|--------|---|-----|----|--------------|-----|---------------------------|---------|
| 26.1 | Sanction of expenditure on inter carting and/or internal handling of stock/material from one warehouse to another or within the same complex/godown | | | Full powers* | | Rs.5000/- in each case. # | |
| | * In consultation with Finance # Above powers can be exercised by warehouse manager irrespective of designation of warehouse manager. Note: 1.The expenditure should be incurred only after cost benefit analysis and for justifiable reason resulting in monetary benefit to the Corporation. Before incurring any such expenditure, the other available alternatives are also to be weighed. Such expenses are to be incurred only when it is absolutely necessary by following the system/procedure in vogue. | | | | | | |

निगमितकार्यालय :4/1, सीरीइंस्टीट्यूशनलएरिया, अगस्तक्रांतिमार्ग, हौज़खास, नईदिल्ली-110016.

CO: 4/1, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016. टेलिफोन/Landline:011-41672511, ईमेल-/Subject matters




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4. In order to keep the DOP for sanction of expenditure on inter carting and/or internal handling of stock/material from one warehouse to another or within the same complex/godown at single place the **DOP No. 36 in Delegation of Powers Related to Personnel & Administration at Regional Office: Administrative Powers and DOP No. 12 in Exclusive Administrative Powers to incharge of the warehouses to facilitate smooth functioning are deleted.**

5. The expenditure on inter carting and/or internal handling of stock/material from one warehouse to another or within the same complex/godown should be booked in **account head 49119** so that the same can be reviewed periodically at Corporate office.

(RR Aggarwal)
GGM (Finance)

Distribution: -

1. All HoDs, CWC, CO New Delhi.
2. All Regional Managers.
3. GGM (System): With a request to place the above circular in internal circulars.

Copy for information:

1. PS to MD CWC/PS to Director (Fin)/PPS to Director (Pers)/PS to Director (M&CP), PA to CVO, CWC, CO New Delhi.