

CENTRAL WAREHOUSING CORPORATION

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(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 17 Regional Offices and 433 Warehouses spread all over the country as on 31.01.2018.

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 31.01, 2018 is as under: -

Group – A	285
Group – B	876
Group – C	2026
Group – D	494
Total:	3681

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. J.S. Kaushal, Director(Personnel) Managing Director (In Charge)	He is the Chief Executive and overall In-Charge of the Organization.
2.	Sh. S.C. Mudgerikar Director (MCP)	He will look after the work of Commercial Division, Planning Division, Technical & R&D Division, Pest Control Division, Quality System Division, and Engineering Division, and he will exercise full powers of MD in so far Engineering matters are concerned.
3.	Director (Fin)	He is responsible to function as the 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.
4.	Sh.J.S. Kaushal 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.

5.	Shri J.S.Kaushal, 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.
6.	Sh.A.S.Gopalan, 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>
7.	Sh. M.K. Verma, General Manager (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.</p> <p>He is responsible for acceptance of H&T Tenders, Limited Tenders, Single tenders, service Provides Contracts etc.</p> <p>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</p>

		powers as may be delegated from time to time.
8.	Sh. N.K. Grover GGM (F&A)	He is in-charge of Compilation of Accounts, Works Accounts, Corporate Taxation, Coordination, MIS, MOU and also looks after administration of Finance Division at Corporate Office.
9.	OSD (Recovery)	He is Officer on Special Duty entrusted with the task of monitoring and control of Debtors i.e. Outstanding Dues recoverable from the Depositors and other Customers and sorting out disputes with the Depositors.
10.	S.S. Sood GM (Proj.)	"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, Private Freight Terminals (PFTs), CRT operations and other new business avenues. He is over all incharge to organize, direct and coordinate container train operations in CWC. He will coordinate with Zonal Railway/Railway Board for above mentioned activities. He will oversee and coordinate operations of CWCs facilities involving container train movement. He well also coordinates with various ministries/deptts for development of CFSs/ICDs, LCS and other new projects."
11.	Rajeev Vinaik, DGM (Publicity)	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.
12.	Pawan Kant, GGM(Inspection)	He is responsible to monitor the performance of the General inspection reports received from the respective Regional offices and to evaluate and monitor the performance of Warehouses and also organize inspections of Warehouses from Corporate Office, If necessary. He is also responsible to exercise administrative and financial powers as may be delegated from time to time.

13.	Arvind Chaudhri, 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.
14.	S.K. Sharma Supdtg. Engineer	He is responsible for all aspects of constructional work, technical examination of construction work in different Construction Cells, 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.
15.	A.K. Malhotra HOD of 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 and industrial commodities etc. in storage and is responsible to assess the requirement of technical inputs for warehousing, lay down their specifications for purchases, arrange for pre-purchase inspections, supplies and inter-regional movement of the same. He is responsible to plan, execute and 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 extension work to educate the farmers at farm level about the benefits of scientific warehousing of agricultural produce under the Farmers' Extension Service Scheme. He is

		also responsible to exercise administrative and financial powers as may be delegated from time to time.
16.	HOD of Technical Division (R&D)	He is 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 in technical research, economic research and engineering research etc. He is also responsible to exercise administrative and financial powers as may be delegated from time to time.
17.	Dr. Sidharth Rath, AGM (PCS)	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 by the AGM (PCS) 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. Pest Control Business Promotion is the prime responsibility of the AGM (PCS). He is also responsible to exercise administrative and financial powers as may be delegated from time to time.
18.	Shri A.S. Gopalan DGM (Fin)	<p>He is responsible for :-</p> <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. 4. Financial concurrence to all proposals from Commercials Division (including H&T) except proposals relating to FCI. 5. To work as APIO of Finance Division. 6. All work of Internal Audit Division. 7. He also looks after the overall administration of the Finance Division.

19.	Shri R.R. Aggarwal, GM (Finance)	<p>He is responsible for:-</p> <ol style="list-style-type: none"> 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 and Employees Benevolent Trust 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.
20.	Shri Amit Puri DGM Taxation)	<p>He is responsible for 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 and Construction Cells, as also the audit thereof, both by Statutory & Government Auditors, capitalisation of Assets and maintaining Fixed Assets Record, implementation of IFRS. He is also responsible for all matters relating to Direct Taxes & Indirect Taxes. His main responsibilities are as under:</p> <ol style="list-style-type: none"> 1. To Issue Policy Guidelines on tax matters. 2. To inform all Field Units on tax changes from time to time. 3. To assist and advise Field Units/Divisions on all tax matters. 4. To ensure compliance of tax laws in the Corporation e.g. deposit of tax, filing of returns. 5. To attend to tax assessments, tax appeals and other tax related legal matters. 6. To do tax planning for the Corporation. 7. To liaison with Tax consultants and Tax Authorities. 8. To ensure that tax related clauses are properly stated in various tenders/contracts of the Corporation. 9. To ensure proper record keeping of tax matters, files and circulars etc. 10. To perform other duties which may be assigned

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