

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

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

MANUAL – III

PERSONNEL DIVISION, ADMIN SECTION

| <u>Sr. No.</u> | <u>Types Of Cases</u> | <u>Level Of Final Disposal</u> | <u>Channel Of Submission</u> |
|-------------------------|--|---------------------------------------|-------------------------------------|
| 1. | Grant of permission for movable or immovable property | GM/Dir(P) | DA/SAM/GM/Dir(P) |
| 2. | Sanction of all kind of leaves/LTC and encashment of EL/LTC. | GGM(P) | SAM |
| 3. | Fixation of pay on promotion/penalty/selection. | Authorized Officer /GGM(P) / (Dir.(P) | SAM |
| 4. | Grant of HBA | GGM/Dir(Pers) | Authorized Officer |
| 5. | Trainings | RM/HODs/D(P) | Authorized Officer |
| 6. | Appointment of suppliers | RM/GM/D(P) | Authorized Officer |
| <u>VIGILANCE</u> | | | |
| 1. | Action on complaint | CVO | Supdt./SIO/SAM/Mgr/AGM/DGM |
| 2. | Departmental Inquiry | Disciplinary Authority | IO/CVO |
| 3. | Vigilance Status | CVO | Supdt./SIO/Mgr./AGM/DGM |

Manual - III

Channel of Submissions - Finance Division at Corporate Office & Field Units

| S. No. | Type of Cases | Level of Final Disposal | Channel of Submission |
|--------|---|-------------------------|-----------------------|
| 1 | Preparation of Budget | Director (Fin) | SAM / AGM/DGM |
| 2 | Memorandum of Understanding | Director (Fin) | SAM/DGM/GGM |
| 3 | Balance Sheet and Profit & Loss Account | Director (Fin) | SAM/DGM/GGM |
| 4 | Payment of Salary | AGM/Manager/SAM | Acctt./SAM/ AGM |
| 5 | Medical Advance & Medical Bills | AGM/Manager/SAM | Acctt./SIO/ AM |
| 6 | TA Advance & TA Bills | AGM/Manager/SAM | SIO/ Acctt./ AM |
| 7 | Payment of Personal Advances | AGM/Manager/SAM | Supdt. / Acctt. /SAM |
| 8 | Payment of Supplier's Bills | AGM/Manager/SAM | Asstt./ Acctt./SAM |
| 9 | Settlement & Preferring of MF Charge Bills | AGM/Manager/SAM | Asstt./ Acctt./ AM |
| 10 | Raising Bills for Storage, DESS, IFC, Weighment & Misc. Charges | AGM/Manager/SAM | Asstt./ Acctt/ AM |

| Regional Office: | | | |
|----------------------------|--|---------------------------------|---------------------------------|
| 1. | Payment of 3 rd Party Bills for value exceeding Rs. One Lakh Each | Account Head at Regional Office | Asstt./Acctt./ (S) AM (Account) |
| 2. | Payment of 3 rd Party Bills for value not exceeding Rs. One Lakh each | (S) AM (Accounts) | Assistant/(Accountant) |
| 3. | Settlement of MF Charges Bills | Accounts Head t Regional Office | Asstt. / Acctt. /(S) AM (Accts) |
| 4. | Preferring of Mf Charges Bills | (S) AM (Accounts) | Assistant /Accountant |
| 5. | Payment of Pay & Allowance to Employees/EX-Employees | (S) AM (Accounts) | Assistant /Accountant |
| 6. | Payment of Personal Advances to Employees | (S) AM (Accounts) | Assistant /Accountant |
| 7. | Payment of Medical & TA Advances and passage of Medical & TA Bills. | (S) AM (Accounts) | Assistant /Accountant |
| Construction Cells: | | | |
| 1. | Payment of 3 rd Party Bills Including Refund of EMD & Security Deposits | EE | Asstt. /AM /SAM (Accounts) |
| 2. | Payment of Pay & Allowance to Employees / Ex- employees | (S) AM (Accounts) | Assistant |
| 3. | Payment of Personal Advances to Employees | (S) AM (Accounts) | Assistant |
| 4. | Payment of Medical & TA Advance and passage of Medical & TA Bills | (S) AM (Accounts) | Assistant |

| | | | |
|---------------------------|--|-----------------------------|---------------------------------|
| <u>INSPECTION</u> | | | |
| 1. | Inspection report | Dir (Pers.)/ GM (Insp.) | Dealing Asstt./SIO/SAM/Manager |
| <u>ENGINEERING</u> | | | |
| S. No. | Nature/Description of job | Authority to process | Assisting Officer |
| 1. | Processing of cost estimates for projects Reports | CE | Dealing Asstt./AE/EE/SE |
| 2. | Processing of estimates of Project for accord of TSE | CE | Dealing Asstt./AE/EE/SE |
| 3. | Processing of sanction of deviation statement beyond powers of CC Head. | CE | Dealing Asstt./AE/EE/SE |
| 4. | Processing of cost adjustment statements | CE | Dealing Asstt./AE/EE/SE |
| 5. | Processing of tenders beyond powers of CC Head | CE | Dealing Asstt./AE/EE/SE |
| 6. | Processing of sanction of extra item/substituted item beyond powers of CC Head | CE | Dealing Asstt./AE/EE/SE |
| <u>COMMERCIAL</u> | | | |
| S. No. | Nature/Description of job | Approving Authority | Assisting Officer |
| 1. | Appointment of H&T contractor | MD/Dir.(MCP)/GM(C)/RM | Dealing Assistant/SAM(B)/RM |
| 2. | Hiring /dehiring of godowns | RM | Dealing Asstt/SAM/Manager /RM |
| <u>TECHNICAL</u> | | | |
| 1. | Inspection of stock on receipt | WHM | JTA/TA |
| 2. | Procedure for quality complaints | WHM | JTA/TA |
| 3. | Technical inspections | HOD(Tech)/RM | SIO(T)/SAM(T)/MANAGER(T)/AGM(T) |

| | | | |
|--------------------------|--|------------------------|--|
| 4. | Supply of chemicals/ dunnage | HOD(Tech)/RM | Dealing Asstt/SAM(T)/MANAGER(T)/AGM(T) |
| 5. | Storage losses | GM(Tech)/RM/WHM | JTA/TA/WHM/RM |
| 6. | Pre-purchase inspection technical items | of WHM/RM/GM(Tech) | Dealing Asstt/SAM(T)/ MANAGER(T)/AGM(T) |
| PURCHASE DIVISION | | | |
| 1. | Purchase of stores | HOD (Pur.) | SAM (Pur) |
| 2. | Placing of supply orders | HOD (Pur) | Dealing Asstt./AE(Pur.) /SAM(Pur.) |
| 3. | Processing of bill for purchase of stores | HOD (Pur.) | Dealing Asstt./AE/ SIO (Pur.)/ SAM (Pur.) /SAM(A/C) |
| INTERNAL AUDIT | | | |
| 1. | Audit of books of original entry/monthly accountancy reports/Warehouse stock accounts. | MD/DIR.(Fin)./DGM(I/A) | JS/Supdt.(IA)/SIO/AM/SAM/Mgr.(IA)/AGM(IA) |
| QUALITY SYSTEMS | | | |
| 1. | Quality policy/objectives/ Environmental policy/objectives | MD | HODs/MR |
| 2. | Preparation and approval of documents (SOPs) | HODs | Dealing Asstts. |
| 3. | Issue of documents | SIO/AM/Mgr./Sr.PA | |
| 4. | Master list of documents | MR | SIO/Mgr. /Sr.PA |
| 5. | Original copies of documents | MR | SIO/Mgr. /Sr.PA |
| 6. | Obsolete documents | MR | SIO/Mgr. /Sr.PA |
| 7. | Quality/environmental Management System | MR | SIO/Mgr./MR/Sr.PA |

Manual-III

PEST CONTROL DIVISION

| <u>SL.NO.</u> | <u>TYPE OF CASES</u> | <u>LEVEL OF FINAL DISPOSAL</u> | <u>CHANNEL OF SUBMISSION</u> |
|----------------------|---|---------------------------------------|-------------------------------------|
| 1. | Framing of PCS Policy | M.D. | SIO/AGM/Director(M&CP) |
| 2. | Establishing the PCS Honorarium Policy | M.D | -do- |
| 3. | Compilation and appraisal of PCS MIS Reports | M.D. | -do- |
| 4. | Licensing of Fumigation Operators & Follow up | DGM | SIO/AGM |
| 5. | Liaison with RMs for Marketing & Execution of Pest Control Work. | DGM/Director(M&CP) | -do- |
| 6. | Liaison with Govt. & Statutory Authorities, Ministries & Pest Control Associations. | DGM/Director(M&CP) | -do- |
| 7. | Research & Development in Pest Control Technology. | Director(M&CP) | -do- |
| 8. | Fixation of PCS targets for the Regions | M.D. | Supdt/DGM/Director (M & P) |

