

**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
<b>PERSONNEL DIVISION ,Admin Section</b>		
1.	Grant of permission for movable/immovable property	5 days
2.	Grant of HBA	30 days
3.	Closure of probation period	6 days
4.	Sanction of leaves/leave encashment (a) Group B Officers (b) Group A Officers	2 days 3 days
<b>VIGILANCE DIVISION</b>		
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 <sup>nd</sup> 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

## Manual - IV

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

1.	Arrangement of Salary a) Preparation of vouchers/requisition for DDs/Bank Credits. b) Accountal of salary bill and preparation of CPF Schedule c) Verification of EJV/CPF	15 <sup>th</sup> of the month  7 <sup>th</sup> of following month  10 <sup>th</sup> of following month
2.	i) Preparation of Supplementary Bill ii) Arrangement of Payment iii) Accountal	2 days 4 days 7 <sup>th</sup> of the following month
3.	Verification of Summary/EJV by Salary section	15 <sup>th</sup> of every month
4.	Forwarding of EJV to Compilation Section for positing	16 <sup>th</sup> of every month
5.	Payment of Personal advances	1-8 working days (Depending upon nature of Advance)
6.	(i) Medical/TA Advances (ii) Passing/Returning of Medical/TA Bills	2 days 5 days
7.	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	2 working days 8 working days 1 working day 6working days
8.	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.  15 days 30 days 45 days 45 days  7 days
9.	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	20 <sup>th</sup> of preceding month  7 days  2 days Day of opening of quotations

	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	2 days Due date of investment
10.	Encashment of existing Deposits for Working Capital Requirements. i) Issuing letter for encashment ii) Preparation of Bank Deposit Vouchers iii) Making entries	2 days before the due date 1 day before the due date One the day of encashment
<b>INSPECTION DIVISION</b>		
1.	Processing of Inspection Report	5 days.
2.	<b>Time limit for inspections</b> a) Upto 5000 MT b) 5001 to 10000MT c) 10001 to 15000 MT d) 15001 to 25000 MT e) 25001 to 50000 MT f) 50001 to 75000 MT g) 75001 and above	2 days 3 days 4 days 5 days 6 days 7 days Addl. one day for every 12,5000MT.
<b>TECHNICAL DIVISION</b>		
1.	Disposal of damaged, unclaimed/abandoned stock of depositors <u>Warehouse level (upto 5 MT)</u> (a) Assessment Committee Report (b) Reserve Price Committee Report (c) Auction  <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.	3 days 3 days 15 days after notification.  3 days

<b>2.</b>	<b>Disposal of unserviceable/obsolete articles</b> (a) Constitution of Assessment Committee (b) Constitution of Reserve Price Committee (c) Notice for auction (d) Auction date <b>(e) Auction Committee</b> I. Acceptance of highest bidder.  II. Deposit of balance money by highest bidder. III. Re-auction, if required.	03 days 02 days 15 days  7 days after notice period. 2 working days 7 days.
<b>3.</b>	(a) Lodging of quality complaint for FCI stock  (b) Sending the quality assessment report to Consigner (i) Completion of joint analysis (ii) Submission of LAS on the basis of joint inspection report	3 days from the date of receipt/unloading. 5 days 25 days  30 days
<b>ENGINEERING DIVISION</b>		
<b>1.</b>	Processing of estimates	9 days
<b>2.</b>	Processing of deviational statement	5 days
<b>3.</b>	Processing of final deviation statement substituted and extra item statement.	7 days
<b>4.</b>	Processing of time extensions	5 days
<b>5.</b>	Processing of cost estimate for project	5 days
<b>6.</b>	Processing of cost adjustment statements	5 days
<b>7.</b>	Appointment of Arbitrator	8 days
<b>8.</b>	Processing of Counter claims	9 days
<b>9.</b>	Processing of Arbitration award	9 days
<b>10.</b>	Processing of tenders	9 days
<b>Construction Cells</b>		
<b>1.</b>	Submission of estimates, final deviation statement, final time extension etc. for sanction of Corporate Office.	30 days from the date of receipt at CC.
<b>2.</b>	Submission of final bills to accounts section of CC	15 days of the receipt of sanction of FDS/FTE
<b>3.</b>	Submission of final bills in all respect to CC by field units.	60 days from the date of completion of work.
<b>4.</b>	Compliance of observations with regard to FDS/FTE	15 days from the date of the receipt of letter C.O.
<b>5.</b>	Sanction of FDS/SI/EI by CCs within their power	15 days from the date of receipt from sub-division/field AEs.

PURCHASE DIVISION		
1.	<ul style="list-style-type: none"> <li>a) Deciding the mode of purchase</li> <li>b) Opening of tenders</li> <li>c) Evaluation of tenders</li> <li>d) Placement of Supply Order</li> <li>e) Offer of the inspection of Stores</li> <li>f) Inspection of product</li> <li>g) Issue of received certificate</li> <li>h) Payment of running bills</li>   <li>i) Final payment</li> </ul>	<p>72 hours. 10 days from the date of receipt of bill. 60 days from the date of receipt of stores</p>