




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/Insp./Procedure/17-18

Dated: 25.7.2017

CIRCULAR

The summary of observations of General Inspection note at present is being submitted in the format no. F/Insp./01, F/Insp./02, F/Insp./03 and F/Insp./04 . This format is too brief to depict and detail all the information about the working of the warehouse. It is resulting in incomplete knowledge to the officers concerned to understand the actual state of affairs in the field.

To improve the information availability to the Corporate Office as well as the Regional Office, it is felt necessary to revise the format of the Inspection Note. Accordingly the format is revised and expanded to include better detail about the functioning of the Warehouses/CFSs and ICDs. A copy of the revised format, as approved by the Competent Authority is enclosed. All the Regional Managers are advised to implement the use of new format w.e.f. 1st August, 2017.

The format may please be got printed at Regional Office level in bilingual format along with the listed Annexures. It would be convenient if the format is printed in booklet form so as to retain the third copy in the Regional Offices. The list of Annexures given is not exhaustive and the IOs/RMs may feel free to add any other statement as may be required depending upon the working of the Warehouse/CFS/ICD. Whenever such addition is made, the same may please be brought out in the special note/discrepancy note as well as in the forwarding letter of the Inspection Report issued by the IO. The contents of this circular may please be brought to the notice of all the Inspecting Officers for immediate strict implementation.

(R.V.Vishwanath)
General Manager(Insp.)

Encl: As above

All Regional Managers
Central Warehousing Corporation
Regional Office,.....

Copy to:

1. PPS to MD/ AM to Director (Fin)/ SAM to Director (Pers.)/ PS to Dir.(M&CP)/ PS to CVO, PPS to GGM (Fin.), CWC, CO, New Delhi.
2. All Divisional Heads, CWC, CO, New Delhi.
3. GM, MIS Division, CWC, CO, New Delhi- with the request to upload the same on our website.
4. AGM (QS), CWC, CO, New Delhi – with the request to issue the note in ISO format.
5. Guard File.

ANNEXURE-II

STATEMENT SHOWING GODOWNWISE/COMMODITYWISE/DEPOSITORWISE AS ON -----AT CW-----

Sl. No.	Name of the depositor	Name of the commodity	GODOWN No.				Total	Remarks
			I	II	III	iv		
1	2	3	4	5	6	7	8	9

Signature of SR/DL Supervisor

Warehouse Manager

Inspecting Officer

PV SHEETS

S.No.	Godown No. with stack No.	Commodities	No. of bags	Breakup - Layerwise	Total	Remarks

ANNEXURE-IV

Central Warehouse _____

Test Check Statement

S. No.	Godown/stack No	Commodity	Source / Date of receipt	No. Of Bags	Observation made by Tech. Staff during recent FTI				Observations made by the squad/IO				Remarks
					Date	Infestation	Weevilling/ DDC %	Category	Date	Infestation	Weevilling/ DDC %	Category	
1.	2.	3.	4.	5.	6.	7.	8.,	9.	10	11	12	13	14

Signature of JTA/TA

Signature of Warehouse Manager

Signature of I.O.

STATEMENT SHOWING STOCK POSITION OF DAMAGED / SUB-STANDARD AS ON _____ AT CW

SL.No.	Name of the Depositor	Warehouse receipt no.	Commodity	No. of Units initially deposited		Substandard		Spillage		Total		Remarks
				Bags	Weight	Bags	Weight	Bags	Weight	Bags	Weight	
1	2	3	4	5	6	7	8	9	10	11	11	12

Signature of WAG-I/II

Signature of WH Manager

Signature of Inspecting Officer
(alongwith Designation)

No. CWC/

The Branch Manager,

Sir,

In order to safeguard the interest of Central Warehousing Corporation and the banking institutions, who advance loans on the pledge of warehouse receipts for stocks deposited in the Central Warehouse against any possibility of fraud and malpractices etc., this Corporation has been periodically carrying out surprise inspections and stock verification of its warehouses under the purview of this scheme. The stocks of Central Warehouse -----are now under verification. You are, therefore requested to intimate the undersigned the number of bags/packages in balance as on -----against each warehouse receipt that is pledged with your bank. For your convenience, I am enclosing a proforma in which the required information can be filled up and returned on the address given below:-

You will appreciate that this scheme is for the purpose of protection of the goods, in which banks have interest and I hope you will be kind enough to extend your cooperation by sending the required information latest by -----to enable me to complete this work.

Assuring you of our best co-operation and service.

Yours faithfully,

()

BANK STATEMENT FOR THE LAST SIX MONTHS

ANNEXURE-VII(a)

Sl.No.	Name of the depositor	Warehouse Receipt No.	Commodity	No. of Units Initially deposited		Rate per Qtl. (in Rs)	Total Value (in Rs)	Balance as on date		Amount sanctioned towards lien (in Rs.)
				Bags	Weight			Bags	Weight	
1	2	3	4	5	6	7	8	9	10	11

Signature of Inspecting Officer

(alongwith Designation)

ANNEXURE-IX

STATEMENT SHOWING CASH/IMPREST/TEMPORARY ADVANCE/POSTAGE & REVENUE STAMPS/HOLOGRAMS AS ON DATE OF INSPECTION------(O.B.) AT CW

SL NO.	Head of A/c	Amount	Denominations
1	2	3	4

Certificate – I hereby certify that I have inspected the Cash, Imprest cash, Temporary Advance Cash, revenue Stamps, Postage Stamps & Holograms and verified from the respective registers and found correctly tallied with the physical balance.

Signature of Warehouse Manager

Name of the Inspecting Officer

(alongwith designation)

ANNEXURE-X

STATEMENT SHOWING THE VALUATION OF STOCKS(INSPECTION DIVISION) AS
ON _____ AT CW _____

SL.No.	Godown No.	Value (Rs.)
1	2	3

Sign. of WAG-I/II

Sign. of WH Manager

**Sign. of Inspecting Officer
(alongwith Designation)**

GUNNIES STATEMENT

CW-----DATE -----OB

S.No.	Type of gunny	Balance				GRF	Remarks
		New	SHS	US	Total		

Signature of WAG-I/II/Godown(I/C) Signature of Warehouse Manager

Signature of Inspecting Officer
(alongwith designation)

STATEMENT SHOWING STOCK POSSESSION OF CHEMICALS AS ON _____ AT CW _____

Sl.No.	Name of the Chemical	Quantity in Hand	Batch No.	Expiry Date	Remarks
1	2	3	4	5	6

Certified that the above chemical balances have been physical verified and found correct by us.

Signature of WAG-I/II

Signature of WH Manager

Signature of Inspecting Officer

(alongwith Designation)

ANNEXURE-XIII

STATEMENT SHOWING STOCK POSITION OF DUNNAGE AS ON _____ AT CW _____

Sl.No.	Dunnage	Serviceable	Unserviceable	Total	Remarks
1	2	3	4	5	6

Signature of WAG-I/II

Signature of WH Manager

**Signature of Inspecting Officer
(alongwith Designation)**

ANNEXURE-XIV

STATEMENT SHOWING THE GENERAL DEAD STOCK ITEMS AS ON -----AT CW

S.No.	Name of the item	Purchased or transferred from WH/RO	Cash Memo No. and date of transferred from WH/RO	Serviceable	Unserviceable	Total	Reasons for unserviceability
1	2	3	4	5	6	7	8

Note:

- 1 Details of discrepancies noticed in dead stocks
 - i)
 - ii)
 - iii)
- 2 Action taken by Warehouse Manager on unserviceable items
 - i)
 - ii)
 - iii)
- 3 Action taken/suggested to Warehouse Manager by Inspecting Officer on unserviceable items:-
 - i)
 - ii)
 - iii)

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer
(alongwith designation)

ANNEXURE-XV

Godown/Commodity-wise spillage/sweeping statement at CW_____as on _____.

S. No	Godown/Stack No	Commodity	Balance at last inspection		Balance as on date		Remarks
			No of bags	Weight	No of bags	Weight	

Certified that the PV of above stocks is carried out and tallied with the Sweeping/Spillage Register and found correct.

Signature of godown Incharge

Signature of WHM

Signature of I.O.

ANNUEXURE-XVI

STATEMENT SHOWING STATUS OF LOSS/GAIN REGULARISATION AT CW----- AS ON -----OB

S.No.	Depositor	Commodity	CB OF LAST INSECTION		REGULARISED		PENDING AS ON DATE		Remarks
			CASES	QTY	CAESE	QTY	CASES	QTY	

SIGNATURE OF TECH.INCHARGE

SIGNATURE OF WAREHOUSE MANAGER

SIGNATURE OF I.O.

ANNEXURE-XVII

Statement of Status of T.L. Regularisation at CW_____ as on_____

S.No.	Depositor	Commodity	Period of rake receipt	Dispatch		Receipt		Difference in		Value	Re- marks
				Bags	weight	Bags	weight	Bags	weight		

The value of realised TL's be mentioned by IO in his note.

Signature of godown incharge/JS

Sign. of Warehouse Manager

Signature of I.O.

Bond wise stock statement as on _____ at Central Warehouse _____

S.No.	Bond No. & date	Importer	Original receipt for		Balance as on date of inspecting		Value			BRF NO.	REMARKS
			Unit	Area	Unit	Area	CIF	Duty	Total		

Certified that the above stock has been verified, tallied with the Bond Register and found correct.

SIGNATURE OF INCHARGE

SIGNATURE OF WHM

SIGNATURE OF I.O.

Master Statement of containers**Loaded**

S.No.	Container Number	Importer	Commodity	Date of Arrival	Importer or Exporter	Location	Accrued Godown Rent	Remarks

Empty

S.No.	Container number	Shipping Line	Date of Arrival	Source	Accrued godown rent	Remarks

SIGNATURE OF GODOWN INCHARGE

SIGNATURE OF MANAGER ICD/CFS

INSPECTING OFFICER
(WITH DESIGNATION)

TRANSACTION AUDIT (RECEIPTS) CONDUCTED BY SHRI _____ FROM _____ TO _____ AT CW _____.

Capacity of Warehouse	
Total no. of Deliveries during the period for transaction audit since last inspection	
Percentage & no. of transaction audited at random	

RECEIPTS

Sl.No.	Date	Details of Receipts		Name of the depositor	Depositor's introduction Register, Folio No. & Specimen	Gate register entries F.No. (for entry)	Godown opening/closing register Folio No.	Truck challan/truck chit No.	Token No. If any.
		Commodity	No. of bags						
1	2	3	4	5	6	7	8	9	10

Quality examination details			LWB Register/F. NO. Wt. Check Memo sheet No.	Godown receipt register, if any & entries made on F.No.	G.No./St.No. with stackwise register, F.No. & Stock Card No.	Deposit No.	DTS & DTR entries details F.No.	WHR/Ack No. & Date	WHR/Ack issued/cancellation register	Stackwise register, stock register & depositor's ledger F.No.	Insurance Register F.No.
%age of moisture	Category / class	Grade									
11	12	13	14	15	16	17	18	19	20	21	22

Signature of WAG-I/II

Signature of WH Manager

Signature of Inspecting Officer
(alongwith Designation)

TRANSACTION AUDIT (DELIVERIES) CONDUCTED BY SHRI _____ FROM _____ TO _____ AT CW _____.

Capacity of Warehouse	
Total no. of Deliveries during the period for transaction audit since last inspection	
Percentage & no. of transaction audited at random	

DELIVERIES

Sl.No.	Date	Details of deliveries		Name of the depositor	Depositor's specimen signature register / Card No.	Delivery order No. & Date	Token No., if any	Bank lien register folio No.	WHR/Ack. Issue & cancellation register folio No.
		Commodity	No. of Units						
1	2	3	4	5	6	7	8	9	10

Cash receipt for storage / ins. Charges	Quality at the time of issue		Issue slip No. & Date	G.No. / St. No., stackwise register F.No.	Godown opening / closing register F.No.	Stackwise register / stockwise register / depositor's ledger, F.No.	Godown delivery challan No. & date	Gate Pass No. & Date
	%age of Moisture	Category grade / class						
11	12	13	14	15	16	17	18	19

Signature of WAG-I/II

Signature of WH Manager

Signature of Inspecting Officer
(alongwith Designation)

RAKEWISE STATEMENT OF THE STOCKS AT THE CENTRE SINCE LAST INSPECTION I.E. FROM----- TO-----AT CW-----OB-----

RECEIPTS

S.N	RR No. & date	Ex	Comm odities	No.of bags & weight as per				
				RR	Gate	SR	DL	LWB

ANNEXURE-XXI (a)

DISPATCH

S.No.	RR No. & date	TO	Commo dities	No.of bags & weight as per				

If there is any difference, IO should mention in his discrepancy note.

Signature of WHM

Signature of IO

राजभाषा निरीक्षण की स्थिति संबंधी प्रोफार्मा

1	वेयरहाउस का नाम तथा पता	
2	अधिकारियों/कर्मचारियों की कुल संख्या	
3	किस क्षेत्रीय कार्यालय के अधीन है?	
4	क्या सभी नामपट्ट साइन-बोर्ड तथा भंडारण क्षमता के चार्ट द्विभाषी अर्थात् हिन्द और अंग्रेजी में है?	
5	यदि उपर्युक्त मर्दें द्विभाषी नहीं है तो इसके कारण। कब तक इन्हे द्विभाषी करवा लिया जाएगा ?	
6	रबड़ की मोहरें, रजिस्टर, फाइल-कवर, फाइल बोर्ड, रजिस्ट्रों के हैडिंग्स, लैटर-हैड तथा स्टेशनरी की मर्दें द्विभाषी हैं अथवा नहीं	
7	यदि उपर्युक्त द्विभाषी नहीं हैं तो इसके कारण। कब तक इन्हें द्विभाषी करवा लिया जाएगा ?	
8	क्या गेट पास तथा हाजिरी रजिस्टर द्विभाषी हैं? यदि नहीं तो कब तक करवा लिये जाएंगें।	
9	क्या रजिस्ट्रों में हिंदी में प्रविष्टियाँ की जा रही है? यदि हाँ तो कितने प्रतिशत।	
10	निरीक्षण की तारीख को समाप्त तिमाही की अवधि में हिन्दी पत्राचार का प्रतिशत।	
11	क्षेत्रीय कार्यालय को तिमाही प्रगति रिपोर्ट भेजी जाती है अथवा नहीं।	
12	अन्य विशेष उपलब्धियाँ	

वेयरहाउस प्रबंधक के हस्ताक्षर

निरीक्षण अधिकारी के हस्ताक्षर

PART I Summary

- 1) Name of the warehouse-
- 2) Date of opening of Warehouse-
- 3) Name of Inspecting Officer-
- 4) Date of Inspection-
- 5) Name and designation of the Warehouse Manager-
- 6) Date of posting at the centre-
- 7) Name of the previous Warehouse Manager-
- 8) Date of previous inspection-
- 9) Name of previous Inspecting Officer-
- 10) Capacity of the Warehouse:-

(a)

	Covered	Open	Total
Owned			
Hired			
Total			

(b)

	Covered	Open	Total
Bond			
General			
CFS			
Total			

- 11) Physical performance of the centre for the last 3 years and for the current year:-

Year	Capacity	Occupancy	%

From _____ to _____ by Shri _____

12) Financial performance of the centre for the last 3 years and for the current year:-

Year	Income	Expenditure	Profit/Loss

13) Whether Cash and other valuables tallied with records?

(i) Yes (ii) No

If No, please Comment:-

14) Whether stock has tallied with Stock Register and Depositor Ledger?

(i) Yes (ii) No

If No, please Comment:-

15) Whether the Food Grain Stocks are maintained in pest free conditions?

(i) Yes (ii) No

If No, please Comment:-

16) Whether the Security staff is adequate?

(i) Yes (ii) No

If No, please Comment:-

17) Whether the Warehouse staff is adequate?

(i) Yes (ii) No

From _____ to _____ by Shri _____

If No, please Comment:-

18) What is the Establishment Cost per bag per month at the Warehouse for the last month before inspection?

Estt. cost /bag / month	Expenditure of Staff	Expenditure of Staff + Security	Total Expenditure
At 100% occupancy			
At 75% occupancy			

19) CERTIFICATES:-

- a) It is hereby certified that I have inspected the cash and other valuables, verified from the respective registers, and found correctly tallied with the physical balances.
- b) It is hereby certified that I have verified the stocks and found correct as per stock Register/ Depositor ledger.
- c) It is hereby certified that the stock at this Warehouse is maintained in pest free and good condition.
- d) It is hereby certified that all the records at the warehouse are maintained as per Quality Management System and instructions of CO/RO and found in order.

(Name and Signature of the Inspecting Officer)

List of Enclosures:

1. ACK-wise/WR wise (Master) statement
2. Godown-wise, Commodity-wise stock statement
3. PV sheets, duly signed on every page by the IO(Originals handed over to Warehouse Manager)
4. Test check statement
5. Sub-standard/damaged stock statement
6. Outstanding Storage charges/MF charges bill statement
7. Bank lien statement

From _____ to _____ by Shri _____

8. Bank statement
9. Statement of Cash/valuables
10. Insurance Statement
11. Gunny account Statement
12. Consumable (Chemicals) Statement
13. Dunnage Statement
14. Dead-stock statement (General/Technical)
15. Spillages/sweepings statement
16. Statement showing the status Storage loss/gain regularization
17. Statement showing the status Transit loss/gain regularization
18. Bond-wise stock statement for Bonded goods.
19. Container master statement
20. Transaction Audit Statements(Receipt/delivery)
21. Rake wise receipt details of stocks since last inspection

PART II BUSINESS ASPECTS

1) Give the details of Warehouse License :-

a) For General Warehouse :

Date of obtaining Warehouse License	
Validity Period	
Due date of renewal If not renewed, reasons:	

b) For CFS/ICD :

Section 8 and Section 45 Notification No. with date	
Validity Period	
Due date of renewal If not renewed, reasons:	

c) For Bonded Warehouse :

Section 57 Notification No. with date	
Validity Period	
Due date of renewal If not renewed, reasons:	

2) (i) Total No. of Godowns :-

(ii) Godown-wise Capacity: -

Sr.No.	Godown No. / Name	Capacity	Owned / Hired
1			
2			
3			

From _____ to _____ by Shri _____

4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

(iii) Comment on the condition of Godowns :-

3) Economics of owned godowns/hired godowns?

a) If owned, land is of free hold or leased?

i) Area of Land:-

Survey No :-

Annual lease Rent _____ @ _____ per month

ii) If on lease, Name of the Lessor :

Annual lease Rent:

iii) If free-hold, annual amount of taxes:

From _____ to _____ by Shri _____

b) If hired :-

Godown No./Name	Address of Godown	Name of the Owner	Hiring Rate		Area	Rent per month		Date of last rent revision
			Initial	Present		Initial	Present	

i) Is a godown hiring register maintained and is it up to date?

4) How the locking arrangement is maintained at the Warehouse?

5) Who are the major depositors?

6) Details of reservation of space at the Centre :-

Sr.No.	Name of the Depositor	Capacity	Period of Reservation

7) Whether duplicate keys are deposited in Bank and Bank Receipt has been collected or not? Give the receipt number and date.

From _____ to _____ by Shri _____

8) Is there any business under NWR system?

If yes, how much capacity is registered under WDRA?

Whether Bank lien facility is availed of by depositors or not?

Whether Bank lien is properly noted on NWR and in Bank lien register?

9) Have you checked with banks that have financed the NWRs?

(Enclose the Bank wise list of NWR financed.)

10) Please specify if there is any difficulty to the customers in obtaining credit against NWR?

(A separate sheet may be enclosed if required.)

11) a) What is the mode of weighment of various stocks?

b) Is weighbridge in working condition?

c) Is stamping of weighbridge done on time?

d) Whether weighbridge is in our own premises?

If not, where the weighment is done?

Address of the weighbridge.

What are the charges of weighment?

Whether the approval of RO has been taken or not?

12) Have you checked the weight of stock by selecting random stack?

(Attach the details of Godown and Stack along with weighment slip.)

13) Is tariff available for all commodities stored?

If not, give the details of the commodities for which tariff is to be sought.

14) H & T arrangements:

a) Is there any H&T Contractor at the centre?

b) Name of the H&T Contractor?

c) What is the period of Contract and SOR?

15) Is the H&T contractor working satisfactorily?

Comment about the performance of H&T Contractor.

From _____ to _____ by Shri _____

16) Have you interacted with customers? Please comment on customer satisfaction.

17) Is the Warehouse Manager submitting RTL proposal in time?
If not, give reasons.

18) Give the details of RTL which are not regularized. Give reasons for not regularizing and the efforts made by Warehouse Manager to regularize the pending RTL cases.

19) Is the Warehouse maintaining 100% occupancy?
a) If No, what are the efforts made by Warehouse Manager?

b) If yes, is there any scope to increase capacity?

c) What is the area of vacant land?

d) Is there any scope to construct additional capacity in the vacant land?

20) Whether Insurance Cover for the stock is adequate?
If No, give comments.

21) Details of parties who have taken self Insurance of their stock. Whether it is endorsed in favour of CWC?

22) Are the stack cards being maintained properly with the initials of all concerned staff?

23) Is the Specimen Signature file maintained and up to date? IO has to check a few Delivery orders at random with the specimen Signature cards and give comments.

From _____ to _____ by Shri _____

24) a) If this is a CFS, whether Custom Cost Recovery charges are being paid and upto which date it is paid?

b) Whether timely action is taken to dispose off long standing cargo?

c) Please prepare and attach a list of Long Standing Cargo & Containers.

25) a) Please mention the action taken for auction/disposal of Time Barred Bonds.

b) Whether efforts are made to realise the accrued income from the Bonders?

c) Please prepare a list of time barred bonds alongwith accrued income and attach.

26) Whether any de-bonding of space is required keeping in view the utilization in future.

List of registers to be checked

Please comment on maintenance of following registers:-

Sr. No.	Register	Remarks
1.	Stock Register	
2.	Depositor Ledger	
3.	Weighbridge/Weight Check Memo	
4.	Bank Lien Register	
5.	Godown Opening/Closing	
6.	Visitor's Book	
7.	Inspection Register	
8.	Railway Receipt/Wagon unloading Register	

From _____ to _____ by Shri _____

9.	Complaints Register	
10.	Depositors' Introduction Register	
11.	Spillage/Sweeping Register	
12.	Gunny Bag account	
13.	Stack Wise Register	
14.	Gate Register	
15.	Insurance Register	
16.	Daily Transaction Diary	
17.	Daily Transaction summary	
18.	Key Register	
19.	Lock Register	
20.	Bond Register	
21.	Dead Stock Register	
22.	Release Order Register	
23.	Depositor Introduction Register	

List of documents/files to be checked

Please comment on maintenance of following documents:-

Sr.No.	Documents/File	Remarks
1.	Bill of Entry	
2.	Space Availability Certificate	
3.	Deposit Application	
4.	Delivery Order	
5.	Depositor wise Release order file	
6.	Specimen Signature cards	
7.		
8.		

Inspection Note-General Inspection of CW/ICD/CFS _____

From _____ to _____ by Shri _____

9.		
10.		

CERTIFICATE:

1. It is certified that I have physically verified the stocks and found correct as per records.
2. It is certified that I have made a random verification of weighment/assessed area/volume of units and found correct as per record.
3. It is hereby certified that all the registers and documents maintained at the Warehouse are as per Quality Management System and instructions of CO/RO and found in order.

(Name and Signature of the Inspecting Officer)

PART III TECHNICAL ASPECTS

1. a) Strength of Technical staff and their distribution of work :-

Sr. No.	Name & Designation	Date of Posting	Job assigned
1			
2			
3			
4			
5			

b) Whether the Technical staff is adequate?

(i) Yes

(ii) No

If No, please Comment :-

2. Which Commodities are stored in the Warehouse?

3. Please give the following details about Dunnage being used in the Warehouse :-

a) Types of dunnage under use.

b) Whether any stock is stored without dunnage? Give details.

c) Is the dunnage provided adequate?

(i) Yes

(ii) No

d) Report on surplus dunnage, if any available for shifting to other warehouses/
additional requirement, if any.

4. Please give the following details about Stacking :-

a) Are the stack plans for all the godowns duly approved and stacklines drawn accordingly?

From _____ to _____ by Shri _____

(i) Yes

(ii) No

If not, give details and reasons for variations.

b) Whether stacks built are proper and stable as per approved stack plan and specified height?

(i) Yes

(ii) No

If No, please Comment :-

c) Give details of mixed stacking of different commodities keeping in view the commodities that cannot be stored together.

I. In the same stack

II. In the same compartment

d) Are there any packages/ bags in damaged condition and require repacking? Give details. (Comment on steps taken by the WHM in this regard.)

e) Are all the stacks provided with stack cards with upto date entries and displayed?

(i) Yes

(ii) No

If No, please Comment :-

f) Is the Analysis of Stocks carried out as per procedure?

g) Are the Analysis slips/Register maintained properly?

h) Are there any stocks, which don't have Analysis procedure? If so please give details.

From _____ to _____ by Shri _____

5. Comment on the cleanliness (hygienic condition) of godowns and its surroundings; and improvement needed.

6. Are there any damaged or sub-standard stocks, stored in the godown? If yes, please give a detailed statement. What action is proposed to dispose off these stocks?

7. Give the details of Storage Loss cases which are not regularized. Give reasons for not regularizing and the efforts made by Warehouse Manager to regularize the pending SL cases.

Based on random check of weight, do you anticipate huge Storage loss accumulated in stacks? Please compare the average weight of bags in stacks with actual weight. If so please give details and action that is required.

8. Comment on the collection of spillages/sweepings cleaning and their disposal.

9. Give the details of quantity of fumigable stocks stored as on date of inspection.

	Name of Commodity	Bags	Weight
A	Rice		
B	Wheat		
C	Paddy		
D	Pulses		
E			
F			
G			

From _____ to _____ by Shri _____

10. Give the details of chemicals.

Name	Quantity	Date of expiry	Remarks

11. Comments on Fire Fighting and protective equipments.

I. Are the fire extinguishers placed at strategic position outside the godowns?

i) Yes

ii) No

If No, please comment:-

II. Are the fire buckets filled with sand and water placed at vantage points for emergency use?

i) Yes

ii) No

If No, please comment:-

III. Is the static tank provided and adequate water supply available in warehouse premises for firefighting operations?

i) Yes

ii) No

If No, please comment:-

IV. Is the fire extinguisher maintenance register posted upto date?

i) Yes

ii) No

If No, please comment:-

From _____ to _____ by Shri _____

V. Whether sufficient protective/safety equipments like eye shields, respirators/canister, nose filters, hand gloves etc. are available?

- i) Yes ii) No

If No, please comment:-

12. What is the action taken for the disposal of unserviceable technical equipments?

13. Whether weighing scales/LWB are being serviced regularly and stamped as per law? Please enclose a statement showing the details of weighing equipment and the date of last stamping.

- i) Yes ii) No

If No, please comment:-

14. PCS

i) What is the target and achievement for PCS for Last3 years and Current year?

Year	Target	Achievement

ii) Comments of IO regarding performance under PCS.

From _____ to _____ by Shri _____

15. FESS

i) What is the target for FESS for Last/Current year?

Year	Target	Achievement

ii) Comments of IO regarding performance under FESS.

List of Registers to be checked

Sr. No	Details	Remarks
1	Stack-wise Registers	
2	Consumable Register	
3	Dunnage Register	
4	Technical Deadstock Register	
5	Loss/Gain Register	
6	PCS performance Register	
7	FESS Register	
8	Fumigation/Spraying Register	
9	Priority Register	
10	Analysis Register	
11	Fortnightly Inspection Register	
12	Spillage/sweepings Register	
13	Damaged/Sub-standard stock Register	
14	Fire Extinguisher history sheet Register	

From _____ to _____ by Shri _____

PART IV FINANCIAL ASPECTS

1) Whether Cash receipts have been checked alongwith the calculations and found correct?

(i) Yes (ii) No

If No, please Comment:- -

2) Whether Cash and Bank Register is properly maintained or not?

(i) Yes (ii) No

If No, please Comment:--

3)

a) Is there any commodity in storage, tariff of which is not approved by RO/CO?

(i) Yes (ii) No

If yes, please Comment. (Give details of references to CO/RO for fixation of tariff)

b) Is there any special tariff/rebate to any depositor _____ at this unit?

(i) Yes (ii) No

If yes, please Comment.

4) Are the Storage, MF, Insurance bills raised regularly and the Registers maintained properly?

5) a) Whether all the stocks in the Warehouse are insured?

(i) Yes (ii) No

If No, please Comment:-

b) Whether Insurance Register is maintained in the prescribed Proforma, correctly and up-to date?

(i) Yes (ii) No

If No, please Comment. Also give the details and action taken by IO to get it updated.

From _____ to _____ by Shri _____

- 6) Is there any case of burglary/ theft/ fire after the last inspection?
- a) Is the incident reported to the insurance company immediately after its occurrence? Is the incident reported to the police and the panchanama got drawn up at the earliest possible?
 - b) If yes, give the details in a separate statement alongwith the status of claim realization and action taken by Warehouse Manager/RO.
- 7) In all the unsettled cases of claims for loss due to fire/ flood/ theft/ burglary, Whether
- a) Certified copies of First Information Report & Police panchanama have been obtained by the WHM?
 - b) The claim application of the depositor has been sent to Corporate Office along with documents at (a)
 - c) There are any specific difficulties in taking the steps at (a) and (b) above?
 - d) Discuss these difficulties briefly, suggest course of action to WHM and state here the gist of suggestions given.

- 8) Details of Outstanding storage charges :-
- a) Total Outstanding storage charges.
 - b) Action taken by IO/ WHM for realization of outstanding charges.

CERTIFICATE:

1. It is certified that I have verified the cash receipts and found correct.
2. It is hereby certified that cash register, bank register and insurance register maintained at the Warehouse are as per Quality Management System and instructions of CO/RO and found in order.

(Name and Signature of the Inspecting Officer)

PART V Establishment Aspects

1. Whether the Warehouse staff is adequate?

(i) Yes

(ii) No

If No, please Comment:- -

2. Give the cadre wise staff position.

Sr. No.	Cadre	No. of staff	Adequate/Not Adequate
1	A		
2	B		
3	C		
4	D		

3. What is the Establishment Cost per bag per month at the Warehouse for the last month before inspection?

Estt. cost /bag / month	Expenditure of Staff	Expenditure of Staff + Security	Total Expenditure
At 100% occupancy			
At 75% occupancy			

4. IO to verify the attendance register and mention whether the staff is punctual in attending the work.

From _____ to _____ by Shri _____

5. Is CL/CH register maintained in the warehouse?

(i) Yes

(ii) No

If No, please Comment:- -

6.

i) Is overtime paid to the staff?

ii) If yes, how much overtime is paid since last inspection what is the monthly average?

7. What is the security arrangement? DGR or Departmental CDRs?

If DGR or other private security, the number and total monthly expenditure on the same be given.

CERTIFICATE:

1. It is certified that I have verified the attendance register and found that staff is punctual.

2. It is hereby certified that I have checked and verified CL/CH register maintained at warehouse and found in order.

(Name and Signature of the Inspecting Officer)

From _____ to _____ by Shri _____

PART VI Engineering/Construction Aspects

1. Condition of the godowns with specific reference to storage worthiness.

a) OWNED

b) HIRED

c) OPEN

2. Whether leakage/inflow of rainwater is noticed/reported. If so, give details.

3. Are rolling shutters, windows and ventilators working properly? Do they require repairs?

4. Whether rodent/bird trouble is noticed/reported? Are there holes/inlets/gaps in godowns which admit rodents/birds inside and require repairs? Give full details.

5. Whether lighting arrangements/First aid arrangements/ other emergency measures & precautions are adequately taken care?

(Name and Signature of the Inspecting Officer)