1. Purpose : Procedure for survey of centres for setting up a warehouse / creation of additional capacity at existing warehouse
2. Scope : Applicable for agriculture based /custom bonded/industrial warehouse/CFS/ICD
3. Definition : CFS = Container Freight Station
   ICD = Inland Clearance Depot
4. Overall Responsibility: Regional Manager
5. Description :

S.NO.	ACTIVITY	DESCRIPTION	RESPONSIBILITY	REFERENCE
1	2	3	4	5
5.1	Need	Based on the request of prospective depositors /users and/or suggestion of Corporate Office/Ministry, Shareholders and other Agencies, availability/scope of business, the requirement /need for survey would be decided.	Regional Manager	
5.2	Survey	A Survey Officer not below the level of Sr.Asstt.Manager will be deputed by Regional Manager concerned for market survey of the place.	SAM	F/CD /Survey/
5.3	Contacting prospective business	The Survey Officer during the course of survey will contact all the agencies involved /depositors /	SAM	F/CD /Survey/

	houses	Railway Authorities/Banking Institutions /Mandi Samiti / Village Panchayat /custom authorities /industrial houses/shipping lines/prospective importers/exporters, Chamber of Commerce etc. and prepare the feasibility report for general warehouse/bonded/CFS/ICD as the case may be.		
5.4.	Outcome of survey	The Survey Officer will as far as possible obtain the written requirement of storage space from various concerned agencies and compile them , sum up the requirement and recommend the opening of new warehouse. In case CWC vacant land is available he will recommend construction of the required capacity if found feasible. If existing land is not available he will locate the hired storage worthy godown at reasonable rent and send the proposal for hiring as per ISO Procedure. The written requirement of depositor(s) will be enclosed with Survey Report.	SAM	F/CD /Survey/

5.5	Identification of land	On being satisfied with the statistics of business during the survey , the Survey Officer will try to locate/identify some Govt. land with the help of local revenue authorities tentatively and make mention in the report about the estimated cost of land etc. if it is a new centre.	SAM	F/CD /Survey/
5.6.	Submission of Survey Report	After preparation of the report , the Survey Officer will submit the same to the Regional Manager with his clear recommendations . The report will be processed in the Commercial Section of Regional office to work out the viability and economics of the proposal both in case of new centre as well as creation of additional capacity.	In charge Commercial Section Regional Office	
5.7.	Proposal to Corporate Office	The Survey Report will be thoroughly examined in regional office and a recommendation will be made to Commercial Division, C.O. for setting up of a warehouse with capacity /creation of additional capacity with justification after having cost benefit analysis.	Regional Manager	

5.8.	Approval by Corporate Office	On receipt of the Survey Report and the recommendations of the Regional Manager, the Commercial Division , Corporate Office will examine the proposal in consultation with the Finance Division and the approval of Competent Authority (MD) would be conveyed to the Regional Manager , if adequate potential exists.	In charge WO Section of Commercial Division C.O.	