



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



CWC/INSP/INSP PROCEDURE/13-14

DATE: 22/11/2013

CIRCULAR

Inspection of Central Warehouses – guidelines for inspection.

Detailed instructions have already been issued vide circular of even no. dated 22.12.2010 & 15.4.2013 regarding inspection of Central Warehouses – norms, procedure and guidelines. While scrutinizing the Inspection Reports received from the Inspecting Officers, it has been noticed that there is a need for improvement in the Inspection Procedure more particularly the duty and responsibility of Inspecting Officer during inspection of warehouses. The following instructions are reiterated /modified with the approval of the competent authority (MD) which has to be followed strictly by the Inspecting Officer.

1. The Inspecting Officer has to conduct 100% Physical Verification of stocks, dead stock articles, chemicals etc. during inspection. The Physical Verification work sheets indicating stackwise/ layer-wise details have to be prepared, signed by the Inspecting Officer and are to be submitted alongwith Inspection Report to Regional Office/Corporate Office for scrutiny.
2. The Inspecting Officer has to ensure that the monthly Physical Verification certificate is being recorded by the Warehouse Manager in the stock register at the end of the each month and on dead stock register annually.
3. The General Inspection of warehouses by group B Officers i.e Supdt, SIO, AE, AM and the Warehouse Manager has been dispensed with henceforth. In case of any urgency, Regional Managers may depute Warehouse Manager of group "A" cadre only for general inspection.

4. As per standing instructions all Regional Managers have to conduct two general inspections in a financial year which is not being followed. It is, therefore, once again reiterated that all Regional Manager shall conduct two general inspections in a financial year of particularly sensitive/bigger warehouses.
5. During inspection, Inspecting Officer must suggest remedial measures for the improvement in business, especially for hired units which are running in loss continuously and a report to this effect has to be submitted alongwith the Inspection Report for taking action at Regional Office/Corporate Office level.
6. The Inspecting Officer must physically verify the chemicals quantity, date of expiry and future requirement of chemicals for next 3 months so as to avoid any shortfall in spray/fumigation.
7. Regional Manager may depute a team of officers including technical, general and accounts for squad inspection of the centres which are sensitive in nature.
8. Inspecting Officer must issue un-serviceability certificate of dead stock articles lying in the warehouse so that such stock could be disposed off which are occupying valuable storage space in godowns, as per the existing procedure.
9. Inspecting Officer must check maximum number of deposit and delivery orders, correlate them with the gate register, stackwise register and stock register including storage charges bills raised since last inspection.
10. Regional Manager whenever visiting centres for business development/other purposes should conduct physical verification of few stacks positively.

11. Inspecting Officer must verify the stocks for which Negotiable Warehouse Receipt has been issued, the quality, grade mentioned in Warehouse receipt vis-a-vis their actual quality and grade of stock on the date of inspection. He shall obtain bank lien confirmation statements from concerned banks.
12. Inspecting Officer must ensure the declaration of storage loss and submission of monthly loss/gain statement by the Warehouse Manager to the concerned depositors and position of regularization of storage losses thereof.
13. Inspecting Officer must carry out surprise checks of the watchmen/security guards during night hours during their stay at the centre to satisfy himself about security arrangements of the warehouse /stocks.

Regional Managers are advised to ensure that the above instructions are followed scrupulously. A copy of this circular may be issued to all Inspecting Officers in the Region.


(O. P. BHARATI)
GM (INSP)

Distribution:

1. CVO, CWC, CO, New Delhi
2. All Regional Managers, CWC, RO _____ (two copies each)
3. All Divisional Heads, CWC, CO, New Delhi.
4. PS to MD/PS to Dir. (Fin)/ PS to D (P)/ PA to Dir. (MCP), CWC, CO, New Delhi.
5. Guard file.