



mm

केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)

**Central Warehousing Corporation**  
(A Government of India Undertaking)



No. CWC/INSP./PROCEDURE/2016-17 / *4018*

9.5.2016

**CIRCULAR**

It has come to the notice that some of the Inspecting Officers do not conduct test check weighment at the time of conducting general inspection of General Warehouse having food grains stocks which is contrary to the instructions circulated by this office vide circular no. CWC/Insp/Procedure/2010-11 dated 22.12.2010. The extract of the relevant instructions under point no. 6.2 regarding test weighment is reiterated and reproduced as under:-

6.2 " With regard to the test weighment of stocks five percent of the total number of stacks may be selected at random from different godowns. In case of standardized lots, weighment of a few bags at different levels may suffice to ascertain the correctness of weight. In the case of non-standard bags, the lot will have to be weighed cent-per-cent. The inspecting officers will ensure that the total expenditure to be incurred on such verification is kept to the bare minimum as is necessary for the purpose. In case he finds that a more detailed checking is warranted, he may seek instructions from the Regional Manager. In such cases, the inspecting officers may also consider whether some stocks under operation (standardization, issue etc.) at the time of inspection could be selected for checking so as to save time and keep the expenditure at the minimum without over-looking the basic requirement of verification. When in cases of bonded stocks, weighment may not be required, customs seal, intactness of packages are to be verified."

The inspecting officers are also required to certify under point no. 18.2 of inspection book certifying that they have made a random verification of weightment/assessed Area /volume of units and found correct as per records but some of the IOs do not enclose weight check memo i.e. document no. F/CD/04( copy enclosed). The Inspecting Officer should also furnish certain other details i.e. number of bags, average weight at the time of receipt, average weight at the time of weighment, %age of loss/gain, moisture content at the time of receipt and moisture content at the time of weighment, difference

in moisture content etc on the weight check Memo itself. However, obtaining signatures of the depositor is not required for carrying out test check weightment for inspection purpose.

In view of the above, all Regional Managers are requested to advise Inspecting Officers working under their jurisdiction to comply with the instructions and submit weight check memo of food grain stock in respect of warehouses where the food grain stock is under storage together with inspection report invariably.

Yours faithfully,

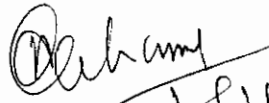


(Kushal Soreng)  
General Manager(Insp.)

Distribution to:-

1. CVO, CWC, CO, New Delhi.
2. All RMs.
3. All Divisional Heads, CWC, CO, New Delhi.
4. PPS to MD/AM to Dir.(Fin.)/Manager to Dir.(P)/PPS to Dir.(MCP), CWC, CO, New Delhi.

CRM (systems) we may upload on website

  
11/5/16

  
SKK

**CONTROLLED**

CENTRAL WAREHOUSING CORPORATION

WEIGHT CHECK MEMO

DOCUMENT NO F/CD/04

WEIGHT CHECK MEMO

Central Warehouse \_\_\_\_\_  
Date \_\_\_\_\_

Receipt/Delivery - By Road/Rail

- 1. Commodity \_\_\_\_\_
- 2. Name of Depositor \_\_\_\_\_
- 3. Godown No. \_\_\_\_\_
- 4. Stack No. \_\_\_\_\_
- 5. Truck No./Wagon No. \_\_\_\_\_
- 6. GR/RR No. & date \_\_\_\_\_

Total No. of Bags/units/packages \_\_\_\_\_

S No.	Kgs	Grams	S.No	Kgs	Grams	S. No	Kgs	Grams	S.No	Kgs	Grams
1.			1.			1.			1.		
2.			2.			2.			2.		
3.			3.			3.			3.		
4.			4.			4.			4.		
5.			5.			5.			5.		
6.			6.			6.			6.		
7.			7.			7.			7.		
8.			8.			8.			8.		
9.			9.			9.			9.		
10.			10.			10.			10.		

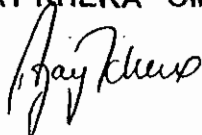
TOTAL

Average Gross Wt \_\_\_\_\_ (per bag)      Total Gross Wt \_\_\_\_\_  
Average Net Wt \_\_\_\_\_ (per bag)      Total Net Wt \_\_\_\_\_

Signature of Godown Incharge. \_\_\_\_\_      Signature of Depositor  
Or authorised representative \_\_\_\_\_

APPROVED BY AJAY KHERA CM

12.08.1999.



ISSUED BY \_\_\_\_\_  
No. ९० से. माहेद्वारी १४८  
II  
III

ISSUE NO 1  
PAGE REV NO NIL  
PAGE NO 1 OF 1