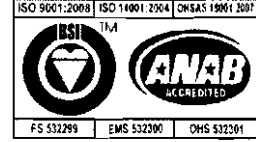




CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



NO. CWC/INSP/INSP-PROCEDURE/2014-15

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Speed Post/Urgent
11.2.2015

All Regional Managers,
Central Warehousing Corporation,
Regional Office

Sub:- Completion of record/registers on day to day basis at the Warehouse

Sir,

It has been reported that some records/registers are found incomplete by the Inspecting Officer at the Warehouse during the course of General inspection. As you are aware that it is the duty and responsibility of the concerned Warehouse Manager to ensure that the records/registers of the Warehouse shall be completed in all respect on day to day basis after each & every transactions. Although IOs are making efforts to get the records/registers completed in their presence but it is effecting the timely completion of the inspection. It is also noticed that dealing assistants/godown incharges are not signing the concerned records /registers which are being maintained by them. It is against the existing instructions.

It has therefore been decided that RMs should instruct all the Warehouse Managers under their control to ensure that the records are completed on day to day basis positively and also be signed by concerned employee failing which necessary administrative action will be taken against them. This may also be brought to the notice of all Inspecting Officers of the Region advising them that, if the records/registers are found incomplete they should point out in the inspection report for taking necessary action as mentioned above.

Yours faithfully,

(O.P. Bharati)

General Manager (Insp. & Pub.)

Copy to:

1. PPS to MD/AM to Dir(F)/SAM to Dir(P)/PS to CVO CWC, CO, New Delhi for information.
2. GM(MIS) for necessary action please.
3. Dy.GM(IA), CWC, CO, New Delhi.
4. Guard file.