

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

C-90, NDSE PART III
NEW DELHI-110049.

NO. CWC-BD/XVI/G. Accts/73

March 29, 1974.

CIRCULAR

Subject: Central Warehouses - Maintenance of gunny
accounts - Instructions - regarding.

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The question of streamlining the procedure of maintenance of gunny accounts at Central Warehouses was under consideration of the Head Office for some time past. A committee was constituted for the purpose. The recommendations of the committee were considered in the meeting of the Regional Directors of the Corporation held in November, 1973.

2. Based on the recommendations of the Committee constituted for the purpose and the consensus of the opinion in the meeting of the Regional Directors, the following instructions are issued; these will supersede all the instructions issued earlier on the subject.

3. The two broad classifications of empty gunnies handled at the Warehouses are:-

- (i) Empty gunnies belonging to the Corporation; and
- (ii) Empty gunnies belonging to the depositors.

4. Accounting of empty gunnies belonging to the Corporation:

The Warehouses are required to keep gunnies of their own for use as pala bags for collection of spillage or for hiring out/sale of gunnies to the depositors for promoting business. The account of these gunnies are required to be maintained in the profoma appended as Annexures I and II.

5. Accounting of gunnies belonging to the depositors:

- (1) Gunnies offered as custom at the Warehouses:

Empty gunnies/bales/bundles are offered for warehousing by various depositors. In these cases, usual procedure laid down for deposits in the warehouses will be adhered to.

.....2/-

(11)

Gunnies belonging to the depositors required for incidental services such as re-bagging, standardisation etc.

The depositors supply empty gunnies for operations in the Warehouses such as rebagging, standardisation etc. required to be undertaken on their behalf as per terms agreed to with them. In certain cases, the depositors authorise the Corporation to purchase the gunnies/poly-thene liners etc. on their behalf.

6. In the case of bulk depositors like Agrindia, Maharashtra Civil Supplies, Department etc., the depositors themselves have prescribed proforma for maintenance of gunny accounts. These are to be strictly adhered to. (Annexure III and IV are forms prescribed by Agrindia and Maharashtra Civil Supplies Deptt. respectively, for this purpose).

7. However, in respect of empty gunnies belonging to depositors where there is no specific proforma prescribed by the depositor and approved by us, the details of purchase etc. are to be maintained in the proforma given at Annexure V.

8. While keeping these accounts, the gunnies are to be classified as (i) new gunnies and (ii) second-hand serviceable gunnies. The gunny account is to be maintained variety-wise, namely, BT, DW, fertiliser gunnies, with or without liners etc.

9. During the course of the operations in the Warehouse, there may be collection of unserviceable gunnies belonging to depositors and such unserviceable gunnies collected should also find proper entry in the concerned registers. With regard to unserviceable gunnies, they are again to be classified as unserviceable whole gunnies have been defined as those having both the seams intact for the full length. The torn pieces will be accounted in terms of weight and not in terms of number. The proforma prescribed provides proper columns for entries of these unserviceable gunnies as well.

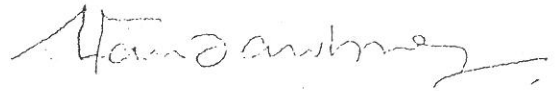
10. Precautions to be observed in case of gunnies in bundles:

Gunny bundles should contain a uniform number of empty gunnies preferably 25 for easy handling and counting. At the time of receipt, proper verification should be made to ensure that the number of gunnies received are correct.

11. The empty gunnies released at the time of standardisation/issue to Fair Price Shops etc. should be collected and sent by the Godown Keeper to the official incharge of gunnies. The concerned incharge will give a certificate for having received the gunnies. The gunnies so collected will be bundled as per the procedure indicated below:-

Twentyfour gunnies should be tightly rolled, bundled and bagged into the 25th gunny, stitched and sealed with a packing slip inside duly signed by the concerned officials. The form prescribed for this purpose is at Annexure-VI. (If in any case it is not possible to pack the gunnies in this manner, the same should be packed by rolling 23 gunnies stitched together thus making a bundle of 25 gunnies. The procedure of collecting, packing and keeping a slip indicating the number of gunnies used for packing and inside should be indicated very clearly.)

12. The Warehouse Incharge should physically verify each bundle at the end of each month and submit a certificate of having done so to the Regional Director. During such inspection, if any seal is found to be tampered with, such bundle should be opened, number of bags verified and responsibility fixed, if there is any shortage. Monthly verification statement should be submitted to the Regional Director in the proforma at Annexure - VII.



(K.L. SAWNEY)

For Manager (Warehousing Development)

Distribution:

1. All Central Warehouses,
2. All Regional Directors, CWC,
3. All Managing Directors, State Warehousing Corporations,
4. Master File
5. Guard File.

ANNEXURE I

CONSUMABLE STOCK REGISTER FOR GUNNIES- TO BE MAINTAINED VARIETY-WISE AND TYP-EWISE

Date	Opening balance	Source of receipts purpose of issue.	RECEIPT		ISSUE		Closing Bal.	
			Qty.	Value	Qty.	Value	Qty.	Value
1.	2.	3	5	6	7.	8.	9.	10

Signature of stores Incharge.			Signature of M/house Incharge			REMARKS		

11.			12.			13-		

N.B.: Account should be maintained by allocating separate folios for New, Serviceable and Unserviceable. Whole and scrap should be accounted separately. Scrap should be accounted in terms of weight and not in numbers.

CENTRAL WAREHOUSING CORP.
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AMBAUR, II.

Central Warehouse

REGISTER OF GUNNIES (HIRE/SALE)

Variety (Such as B.T. will, D.W. Fertil
Gunnies etc)

Date of receipt/issue	Opening balance	Source of receipt	Cost (including incidental)	Voucher No.	Quantity received (No of gunnies)	To whom		Total	Rate of hire/sale	Date of hire/sale
						hired	sold			
	2	3	4	5	6	8	9	7	10	11

Charges realised Rs. NP	Amt. of sale proceeds of gunnies	Cash receipt No. & Date	Closing balance Service-able/Unserviceable	Signature of officer Incharge	Remarks

Note:- (i) Gunnies purchased for warehouse use such as for palla bags, collection of loose grains should be accounted in consumable stock register

(ii) Nature of disposal of unserviceable gunnies should be shown in the remark column

ANNEXURE III

GENERAL WAREHOUSING CORPORATION
(A SOV. OF INDIA UNDERTAKING)

/ MEANT

STOCK LEDGER OF GUNNIES EXCLUSIVELY FOR ROPE MANUFACTURERS

GENERAL WAREHOUSE

Date of transaction	Opening balance	Source of fresh receipt.	Invoice No.	Quantity received.	Cost of gunnies issued.	Total stock issued.	To whom issued.	Quantity for which issued.	Purpose
1	2	3	4	5	6	7	8	9	10

Closing stock re-presenting the difference between the invoiced quantity and actual receipt, M.O. for realization.

Letter NO & date vide which bill forwarded to Govt. for quantity through B.O. / M.O. for realization.

Amount of the bill received.

Date of receipt of reimbursement from the Govt.

Remarks, if any.

Branch Office
Central

7-2-40

Extract of Register of Gummies for the month of
1940

From whom Received	Receipts Gummies (No. of Pieces)	Issued for what Purpose (Pieces)	Balance
0	3	New gun Service-able gummies	3
1	5	New gun Service-able gummies	8
2	7	New gun Service-able gummies	15
3	6	New gun Service-able gummies	21
4	4	New gun Service-able gummies	25
5	3	New gun Service-able gummies	28
6	2	New gun Service-able gummies	30
7	1	New gun Service-able gummies	31
8	0	New gun Service-able gummies	31
9	0	New gun Service-able gummies	31
10	0	New gun Service-able gummies	31
11	12	New gun Service-able gummies	43
12	13	New gun Service-able gummies	56
13	14	New gun Service-able gummies	70
14	15	New gun Service-able gummies	85
15	16	New gun Service-able gummies	101
16	17	New gun Service-able gummies	118
17	18	New gun Service-able gummies	136
18	19	New gun Service-able gummies	155
19	20	New gun Service-able gummies	175
20	21	New gun Service-able gummies	196
21	22	New gun Service-able gummies	218
22	23	New gun Service-able gummies	241
23	24	New gun Service-able gummies	265
24	25	New gun Service-able gummies	290
25	26	New gun Service-able gummies	316
26	27	New gun Service-able gummies	343
27	28	New gun Service-able gummies	371
28	29	New gun Service-able gummies	400
29	30	New gun Service-able gummies	430
30	31	New gun Service-able gummies	461
31	32	New gun Service-able gummies	493
32	33	New gun Service-able gummies	526
33	34	New gun Service-able gummies	560
34	35	New gun Service-able gummies	595
35	36	New gun Service-able gummies	631
36	37	New gun Service-able gummies	668
37	38	New gun Service-able gummies	706
38	39	New gun Service-able gummies	745
39	40	New gun Service-able gummies	785
40	41	New gun Service-able gummies	826
41	42	New gun Service-able gummies	868
42	43	New gun Service-able gummies	911
43	44	New gun Service-able gummies	955
44	45	New gun Service-able gummies	1000
45	46	New gun Service-able gummies	1046
46	47	New gun Service-able gummies	1093
47	48	New gun Service-able gummies	1141
48	49	New gun Service-able gummies	1190
49	50	New gun Service-able gummies	1240
50	51	New gun Service-able gummies	1291
51	52	New gun Service-able gummies	1343
52	53	New gun Service-able gummies	1396
53	54	New gun Service-able gummies	1450
54	55	New gun Service-able gummies	1505
55	56	New gun Service-able gummies	1561
56	57	New gun Service-able gummies	1618
57	58	New gun Service-able gummies	1676
58	59	New gun Service-able gummies	1735
59	60	New gun Service-able gummies	1795
60	61	New gun Service-able gummies	1856
61	62	New gun Service-able gummies	1918
62	63	New gun Service-able gummies	1981
63	64	New gun Service-able gummies	2045
64	65	New gun Service-able gummies	2110
65	66	New gun Service-able gummies	2176
66	67	New gun Service-able gummies	2243
67	68	New gun Service-able gummies	2311
68	69	New gun Service-able gummies	2380
69	70	New gun Service-able gummies	2450
70	71	New gun Service-able gummies	2521
71	72	New gun Service-able gummies	2593
72	73	New gun Service-able gummies	2666
73	74	New gun Service-able gummies	2740
74	75	New gun Service-able gummies	2815
75	76	New gun Service-able gummies	2891
76	77	New gun Service-able gummies	2968
77	78	New gun Service-able gummies	3046
78	79	New gun Service-able gummies	3125
79	80	New gun Service-able gummies	3205
80	81	New gun Service-able gummies	3286
81	82	New gun Service-able gummies	3368
82	83	New gun Service-able gummies	3451
83	84	New gun Service-able gummies	3535
84	85	New gun Service-able gummies	3620
85	86	New gun Service-able gummies	3706
86	87	New gun Service-able gummies	3793
87	88	New gun Service-able gummies	3881
88	89	New gun Service-able gummies	3970
89	90	New gun Service-able gummies	4060
90	91	New gun Service-able gummies	4151
91	92	New gun Service-able gummies	4243
92	93	New gun Service-able gummies	4336
93	94	New gun Service-able gummies	4430
94	95	New gun Service-able gummies	4525
95	96	New gun Service-able gummies	4621
96	97	New gun Service-able gummies	4718
97	98	New gun Service-able gummies	4816
98	99	New gun Service-able gummies	4915
99	100	New gun Service-able gummies	5015

Copy for information to the
 1. P.O.S.W) S.O.M. Bombay. 2. D.D. Branch Office, Bombay.
 Forwarded to: (1) The Chief, Director of Civil Supplies (W)
 Maharashtra, Food and Civil Supplies Department, Bombay. Date: Junior Superintendent
 Central Warehouse

**CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)**

K. RAJAGOPALAN

Central Warehouse

(DEPOSITORS-GUIN ACCOUNT REGISTER)

Variety (As such E.I Will, D.W,
fertilizer gunnies etc)

Name of the Depositor _____

Address:- _____

1	2	3	4	5	6	7	8	9	10
Date of receipt	Particulars of Receipt	Issue	Details of receipt New gunnies	Once used but service-able	Unserviced-able	Ref. to Account stock ledger Folio	Details of New gunnies	Once used but service-able	Unserviced-able
	In case of Internal issue Indent No.		Balance in hand New gunnies	Once used but service-able	Unserviced-able				
Ref. to Account stock ledger Folio								Signature of clerk	Signature of officer I/C
14	12	14	13	14	15	16	15	17	16

N.B:- This is to be maintained for each depositor (FOL, MFL etc) and for each variety/ size gunnies (E.I. will DW etc) on separate pages allotted in the register.

Annexure - VI

Central Warehouse, _____
Total No. of gunnies packed in the bundle 1
Date of packing _____
Packed by _____

Signature of
Warehouse In-charge.

Handwritten signature and scribbles on the right side of the page.

APPENDIX I

MONTHLY REPORT OF GUNNIES (PART I TO CENTRAL WAREHOUSING CORPORATION ACCOUNT) FOR THE MONTH OF _____ 1925

Opening balance as on 1st of month	Receipt during the month New service-able	Issue during the month New serviceable Unserviceable	Reference to commodity sto. viceable or register folio No.	Closing Balance New Servi-able
1. *2. 3	4	5 6	7 8	9. 10 11
Remarks.				
Break-up of gunnies like BI, DW etc. to be given				
12.				

(PART II TO DEPOSITOR ACCOUNT)

Sl. No. Name of depositor	Opening Balance New Service-able	Total receipts Purchase/New Service-able	Total Issues New Servi-able	Closing Balance New Service-able
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.

Reference to be given to the commodity stock register for each issue. In the case of purchases the authority for purchase and the amount paid/realised.

* In case of new gunnies number of sales and gunnies should be indicated separately.

Signature & Designation.

REGISTER FOR EFFECTING DELIVERY OF COMMODITIES AT RAIL HEAD

3.	4.	5.	6.	7.	8.	9.	10.	11.
of the Commodity	R.R.No. & Dt.	Quantity	Name of the delivery order holder NO. of the Delivery order/ & Dt.	Date of delivery	Quantity delivered.	Cost of the commodity realised	Quantity transported to the warehouse	Amount of commission charges preferred on