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CENTRAL WAREHOUSING CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)

"Deepali", 92-Nehru Place
New Delhi-110019.

No. CWA D/XVI/AP/78

September 15/, 1978.

C I R C U L A R

/18

Subject: Transfer of residual stocks from
one stack to other stack - accounting
procedure thereof.

Warehouse Managers are aware of the procedure and importance of proper stacking of goods. This needs no reiteration.

2. In the context of stock accounting, every stack constitutes an independent unit. Each stack carries a stack-card, and entries in respect of receipts, issues and disinfestation are made therein on the date any operation takes place. Similar entries are also made in the stack-wise register. Both stack-card and stack-wise register are required to be kept complete at all times.

3. Stack-cards are required to be kept in record till all the transactions connected with the particular stack or consignment of which the stack forms a part, are finally closed and settled with the depositor in all respects.

4. The shifting/transfer of stocks from one godown/or stack to another godown/stack should be avoided. At times, the entire quantity in a stack is not lifted by the depositor and some quantity remains in storage. In such a case either at the instance of the depositor or if considered expedient by the Warehouse Manager, he may transfer the residual stocks to a stack of similar type and kind of commodity of the same depositor.

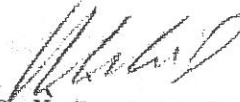
5. While doing so, necessary transfer entries should be made in all relevant records, including stack-cards, stack-wise register. This is essential for proper stock accounting. It facilitates physical verification, rendition of proper account to the depositor and avoidance of complication in settling the storage loss and gain accounts.

6. A few instances have come to notice where some Warehouse Managers did not make proper transfer

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entries of residual stocks. This resulted in avoidable complications in stock accounting and complaints from the depositors.

7. The Warehouse Managers are advised to ensure proper compliance of the procedure of transfer of stocks from one godown/stack to another godown/stack and maintenance of records.


(O. N. Chhibber)
Commercial Manager.

DISTRIBUTION:

1. All Warehouse Managers.
2. All Regional Managers.
3. All Sub-Regional Offices.
4. Guard File.
5. Man-ual Cell.