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CONTROLLED

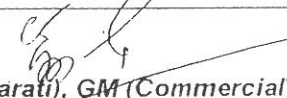
CENTRAL WAREHOUSING CORPORATION


ISSUE OF WAREHOUSE RECEIPTS TO AVOID TAMPERING THEREOF

Document No W/CD/WR/01

- 1. PURPOSE To safe-guard the issue of Warehouse Receipt, to check the issue of bogus Warehouse Receipt and tampering of figures of quantity / value, etc. in the genuine receipt issued by Warehouse Manager.
- 2. SCOPE Applies to issue of Warehouse Receipts both negotiable and non-negotiable.
- 3. RESPONSIBILITY Warehouse Manager, RM, GM (Pur.)
- 4. DEFINITION NIL
- 5. DESCRIPTION

S.NO	ACTIVITY	DESCRIPTION	RESPONSIBILITY	REFERENCE
1.	2	3.	4.	5.
5.1	Issue of Warehouse Receipt	On acceptance of stock for storage, the WR shall be prepared in duplicate and issued to the depositor.	WM	P/CD/01 P/CD/10
5.2	Supply of Hologram	The supply of sufficient number of holograms shall be arranged by CO / RO. Inventory will be maintained by CO/ RO / Warehouse specified	GM (Pur.) / RM / WM	
5.3	Fixation of Hologram	CWC Hologram shall be fixed on original Warehouse Receipt at the time of issue by the Warehouse Manager.	WM	
5.4	Use of Permanent Ink	Permanent ink pen shall be used for writing of Warehouse Receipt	WM	
5.5	Use of inverted carbon	Inverted carbons shall be used for writing copies of Warehouse Receipt so as to give an impression on the back of the Warehouse Receipt.	WM	
5.6	Full use of available space	Entire space available in various boxes of Warehouse Receipt shall be utilized by writing data in bold letters without	WM	

Approved By: 
 (O.P. Bharati), GM (Commercial)
 Date 26.7.2004

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		leaving any space for prefixing / suffixing of words / figures. No. of packages / units / bags, weight and valuation shall be recorded, both in words and figures as a mandatory requirement.	
5.7	Fixation of transparent tape	Transparent adhesive tape shall be fixed on columns of No. of bags, weight and valuation of stocks to check any tampering.	WM
5.8	Bank lien	While noting bank – lien on the WR, it shall be mentioned by the Warehouse Manager/ authorized signatory that "Bank-lien noted for _____ bags/ units (both in words and figures) of _____ (commodity)" by putting a rubber stamp and appending signature there under the rubber stamp of the WM.	WM
5.9	Verification of Warehouse Receipt and Hologram	The Inspecting Officer shall ensure implementation of above WI and verify the balance of WRs and Holograms	Inspecting Officer deputed by RO / CO

AUTHORITY : MD's approval dated 18.6.04 on file No. CWC-CD/IV/RO-Bhopal/04-05

DISTRIBUTION

- 1. HODs
- 2. RMs
- 3. WMs (through ROs)

Approved By: 	Issued By 	Issue No.1
(O.P. Bharati), GM (Commercial)	I QSD	Page Rev. No.-Nil
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