



  
**केन्द्रीय भण्डारण निगम**  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No.CWC/Insp./Procedure/2019-20/

Dated: 15-11-2019

**CIRCULAR**

Attention is invited to Inspection Division's circular No.CWC/ Insp./ Procedure/ 17-18 dated 26.07.2017 and 27.10.2017 vide which format of inspection note and procedures was circulated for conducting periodical general inspection of all field units.

Of late, it has been observed that Inspecting Officers are not providing details of dedicated warehousing arrangement (either made wholly or partially of total capacity) at the warehouses and so it is felt necessary to have additional detailed information on account of dedicated warehousing arrangement made at warehouses which includes functional execution of such arrangement as per terms of the agreement with the party concerned. Apart from it, existing format of summary of observation of General inspection is lacking to reflect adequate information with its objectivity vis-à-vis its annexures. Therefore, the existing format of General Inspection has comprehensively been reviewed and updated after considering the requirement of carrying out an effective inspection of all field units. A copy of the revised/updated procedure and format of General Inspection Report along with its enclosures, as approved by the Competent Authority is annexed herewith.

All the Regional Managers are advised to implement the use of new format **w.e.f. 1<sup>st</sup> December, 2019** and bring it to the notice of all inspecting officers under their respective domain and advise them to invariably submit the requisite information as per revised/updated procedure/format of general inspection report.

The format may please be got printed at Regional Office level in bilingual format along with the listed Annexures. It would be convenient if the format is printed in booklet form so as to retain the third copy in the Regional Offices. The

list of Annexures given is exhaustive however IOs/RMs may feel free to add any other statement as may be required depending upon the working of the Warehouse/CFS/ICD. Whenever such addition is made, the same may please be brought out in the special note/discrepancy note as well as in the forwarding letter of the Inspection Report issued by the IO.

Instructions may strictly be implemented from **1<sup>st</sup> December, 2019** as mentioned above.

  
(Lt Col S.C. Chaturvedi)  
Group General Manager (Tech)

Encl: **As above**

To,

All Regional Managers,  
Central Warehousing Corporation,  
Regional Office,  
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**Copy to:**

1. SPA to MD/ SAM to Director (Fin)/ PS to Director (Pers.)/ PS to Dir.(M&CP)/ PA to CVO/ PPS to GGM (Fin.)/ SPA to GM(Personnel), CWC, CO, New Delhi.
2. All Divisional Heads, CWC, CO, New Delhi.
3. GM, MIS Division, CWC, CO, New Delhi- with the request to upload the same on our website.
4. SIO(QS), CWC, CO, New Delhi to issue the note in ISO format.
5. Guard File.

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**Corporate Office**

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