



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण - Warehousing for Everyone

No.CWC/Insp.Div./Inspection Development/2020-21

Dated: - 21/01/2021

CIRCULAR – V of F.Y. 2020-21

Subject: - Responsibilities of Inspecting Officers.

This office has time and again emphasized on the importance of Inspections in our Warehouses. An Inspection conducted meticulously not only identifies the existing and potential risks, but also makes the system better as a whole. All of us can contribute to make this organization better every day. Inspecting Officers of CWC are the facilitators of this process and should understand their responsibilities and duties. Inspecting Officers should focus on: -

- I - Integrity
- N - Non-Negative Attitude
- S - Significance
- P – Progress
- E - Evaluation
- C – Confidentiality
- T – Timebound compliance
- I – Incorruptibility
- O - Objectivity
- N – Nonstop development

Inspecting Officers should properly plan the Inspection process keeping in mind the capacity, occupancy and ongoing operations of the Warehouse. They should thoroughly go through the last Inspection report, specify areas which need special attention, Conduct Inspection as per the laid down procedure, completely fill the Inspection report (along with all relevant Annexures/statements) and conclude the Inspection by discussing the discrepancies observed in presence of whole staff of the Warehouse.

Lately, during the analysis of Inspection reports, it is observed that some discrepancies in the Warehouses are common in nature. These discrepancies might seem trivial because they are not immediately impacting the functioning of the Warehouses, but actually are of prime significance and might turn out to be major road-blockers if not timely rectified. These key areas are highlighted in **Annexure – A**.

Inspecting Officers should make sure that these **basic Key Areas** are not ignored during Inspection. Any anomalies found in these **key areas (Annexure-A)** should invariably be mentioned in the **Discrepancy note**.

Further, Regional Managers/HODs are expected to focus upon rectification of these basic discrepancies so that we can move towards the goal of reducing/eliminating the discrepancies observed in our Warehouses.

Digitally signed by SHAILESH CHANDRA
CHATURVEDI
Date: 2021.01.22 12:42:23 +05'30'
Adobe Acrobat Reader version: 2020.013.20074
GGM (Inspection)

Copy to: -

1. Dir Pers- for kind info please.
2. All Regional Managers/HODs for compliance.
3. SPA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers.) for information please.
4. GGM (MIS) for uploading the copy on the CWC Website.



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण - Warehousing for Everyone

ANNEXURE – A

Ser	Key Areas	Details to be checked/highlighted in Discrepancy note of IO
1	Asbestos Sheets/ Leakage	Godowns should have galvalume/G.I. coated sheets, since Asbestos is carcinogenic. Any leakages observed in godowns should be highlighted/ rectified.
2	Condition of Godowns	Floors, entry gates, shutters, ventilators etc. of godowns should not be damaged and properly cleaned.
3	Dunnage	Adequate dunnage should be available for storage.
4	Washroom	Washrooms should be clean and hygienic. Separate washrooms for ladies should be available.
5	Weighbridge	Weighbridge should be stamped/ working and integrated with WMS/ DOS.
6	Boundary Wall	Campus should be surrounded by boundary wall of a suitable height and barbed wire fence over it.
7	Roads	Approach roads and Internal roads of the Warehouse should not be damaged.
8	Security arrangements	Adequate security guards should be available and there should be a well-maintained security check post.
9	CCTV Cameras	All the CCTV cameras should be functional and in case of any non-functional cameras, suitable complaint should have been raised timely and followed up.
10	Power Back-up	Adequate power back-up facility should be available in the campus, including the weighbridges.
11	WMS	WMS should be fully operational and aiding all facets of warehousing. Any WMS module not being operated should be highlighted suitably.
12	Firefighting equipment	Adequate Firefighting equipment should be available in the Warehouse.
13	Cleanliness	The campus should be well maintained. There should be no heaps of debris or garbage/ undergrowth.
14	Warehouse License	Warehouse license should be available in the Warehouse. In case license has been applied for renewal, please specify the renewal application date and also clearly state if seems unusually delayed.
15	Outstanding Amount	WHM should give Correct details of complete outstanding amount to the IO. In case of old/disputed outstanding, give date/details of last meeting held with depositor for realization of the outstanding.
16	Disposal of Unserviceable items	Status of disposal of unserviceable items/empty containers and date of last disposal should be mentioned.
17	Protective Equipment	Adequate protective/safety equipment should be available in the Warehouse.
18	Achievements	Give details of any achievements/appreciative work done by the Warehouse since last Inspection.