

PART-I SUMMARY

- 1) Name of the warehouse-
- 2) Date of opening of Warehouse-
- 3) Name of Inspecting Officer-
- 4) Date of Inspection-
- 5) Name and designation of the Warehouse Manager-
- 6) Date of posting at the centre-
- 7) Name of the previous Warehouse Manager-
- 8) Date of previous inspection-
- 9) Name of previous Inspecting Officer-
- 10) Capacity of the Warehouse:-

(a)

	Covered (MT)	Open(MT)	Total
Owned			
Hired			
Total			

(b)

	Covered (MT)	Open(MT)	Total
Bond			
General			
CFS/ICD/ICP			
Dedicated			
Total			

- 11) (A) Physical performance of the centre for the last 3 years and for the current year:-

Financial Year	Capacity(MT)	Occupancy(MT)	Percentage (%)

(B) Physical performance of CFS/ICD/ICP for the last 3 years and for the current year:- (TEU be substituted by Truck/vehicle in case of ICP)

Financial Year	Export containers Handled (in TEUs)	Import containers Handled (in TEUs)	Total Container handled (Export +Import) (in TEUs)	Remarks

(C) Physical performance of Bond Warehouse for the last 3 years and for the current year:-

Financial Year	No. of Bond Cargo Received	No. of consignment under other provisions	received customs	Total	Remarks

12) Financial performance of the centre for the last 3 years and for the current year:-

Financial Year	Income (Rs.)	Expenditure (Rs.)	Profit/Loss (Rs.)

13) Whether Cash and other valuables tallied with records?

(i) Yes

(ii) No

If No, please Comment:-

14) Whether stock has tallied with Stock Register and Depositor Ledger?

(i) Yes

(ii) No

If No, please Comment:-

15) Whether the Food Grain Stocks are maintained in pest free conditions?

(i) Yes

(ii) No

If No, please Comment:-

16) Whether the Security staff is adequate?

(i) Yes

(ii) No

If No, please Comment:-

17) Whether the Warehouse staff is adequate?

(i) Yes

(ii) No

If No, please Comment:-

18) What is the Establishment Cost per quintal bag per month at the Warehouse for the last month before inspection?

Particular	Expenditure of Regular Staff (Rs.)	Expenditure of Security Staff / Out sourced (DGR/ Private Security Agency) (Rs.)	Total Expenditure (Rs.)
Amount incurred in previous month			
Per quintal bag/ month at 100%			
Per quintal bag/ month at 75%			

CERTIFICATE

- a) It is hereby certified that I have inspected the cash and other valuables, verified from the respective registers, and found correctly tallied with the physical balances.
- b) It is hereby certified that I have verified the stocks and found correct as per stock Register/ Depositor ledger.
- c) It is hereby certified that the stock at this Warehouse is maintained in pest free and good condition.
- d) It is hereby certified that all the records at the warehouse are maintained as per Quality Management System and instructions of CO/RO and found in order.

(Name and Signature of the Inspecting Officer)

List of Enclosures:

1. ACK-wise/WR wise (Master) statement
2. Godown-wise, Commodity-wise stock statement
3. PV sheets, duly signed on every page by the IO (Originals handed over to Warehouse Manager)
4. Test check statement
5. Sub-standard/damaged stock statement
6. Outstanding Storage charges/MF charges bill statement
7. Bank lien statement
8. Bank statement
9. Statement of Cash/valuables
10. Insurance Statement
11. Gunny account Statement
12. Consumable (Chemicals) Statement
13. Dunnage Statement
14. Dead-stock statement (General/Technical)
15. Spillages/sweepings statement
16. Statement showing the status Storage loss/gain regularization
17. Statement showing the status Transit loss/gain regularization
18. Bond-wise stock statement for Bonded goods.
19. Container master statement
20. Transaction Audit Statements(Receipt/delivery)
21. Rake wise receipt details of stocks since last inspection
- 22- jk tHkk"kk fujh{k.k dh fLFkfr I carkh Ak: i
- 23- LoPNrk fujh{k.k dh fLFkfr I carkh Ak: i

PART- II BUSINESS ASPECTS

1) Give the details of Warehouse License :-

a) For General Warehouse :

Date of obtaining Warehouse License	
Validity Period	
Due date of renewal If not renewed, reasons:	

b) For CFS/ICD/ICP :

Section 8 and Section 45 Notification No. with date	
Validity Period	
Due date of renewal If not renewed, reasons:	

c) For Bonded Warehouse :

Section 57 Notification No. with date	
Validity Period	
Due date of renewal If not renewed, reasons:	

2) (i) Total No. of Godowns :-

(ii) Godown-wise Capacity:-

Sr. No.	Godown No. / Name	Capacity	Owned / Hired	Remarks (viz. Utilisation for General/Bond/Dedicated WH/ Export or Export if CFS/ICD/ICP)

(iii) Comment on the condition of Godowns :-

3) Economics of owned godowns/hired godowns?

a) Whether owned land is of free hold or leased?

i) Area of Land: _____ (Acres / Sq. yard/ Sq. mtr)
 Survey No :- _____

ii) If on lease, Name of the Lessor : Mr/Mrs/M/s _____
 Annual lease Rent: Rs. _____

iii) If free-hold, annual amount of taxes: Rs. _____

b) If hired :-

Godown No./Name	Address of Godown	Name of the Owner	Hiring Rate		Area	Rent per month		Date of last rent revision
			Initial	Present		Initial	Present	

i) Is a godown hiring register maintained and is it up to date?

4) How the locking arrangement is maintained at the Warehouse?

5) Who are the major depositors?

6) Details of reservation of space at the Centre :-

Sr. No.	Name of the Depositor	Capacity	Period of Reservation	Depositor's confirmation letter No. & date

7) Whether duplicate keys are deposited in Bank and Bank Receipt has been collected or not? Give the receipt number and date.

8) Is there any business under NWR system?
If yes, how much capacity is registered under WDRA? Whether Bank lien facility is availed of by depositors or not?
Whether Bank lien is properly noted on NWR and in Bank lien register?

9) Have you checked with banks that have financed the NWRs? (Enclose the Bank wise list of NWR financed.)

10) Please specify if there is any difficulty to the customers in obtaining credit against NWR? (A separate sheet may be enclosed if required.)

- 11) a) What is the mode of weighment of various stocks?
b) Is weighbridge in working condition?
c) Is stamping of weighbridge done on time?
d) Whether weighbridge is in our own premises?

If not, where the weighment is done?

Address of the weighbridge.

What are the charges of weighment?

Whether the approval of RO has been taken or not?

12) Have you checked the weight of stock by selecting random stack? (Attach the details of Godown and Stack along with weighment slip.)

13) Is tariff available for all commodities stored?
If not, give the details of the commodities for which tariff is to be sought.

14) H & T arrangements:

- a) Is there any H&T Contractor at the centre?
b) Name of the H&T Contractor?
c) What is the period of Contract and SOR?

15) Is the H&T contractor working satisfactorily?
Comment about the performance of H&T Contractor.

16) Have you interacted with customers? Please comment on customer satisfaction.

17) Is the Warehouse Manager submitting RTL proposal in time? If not, give reasons.

18) Give the details of RTL which are not regularized. Give reasons for not regularizing and the efforts made by Warehouse Manager to regularize the pending RTL cases.

19) Is the Warehouse maintaining 100% occupancy?

a) If No, what are the efforts made by Warehouse Manager?

b) If yes, is there any scope to increase capacity?

c) What is the area of vacant land?

d) Is there any scope to construct additional capacity in the vacant land?

20) Whether Insurance Cover for the stock is adequate?
If No, give comments.

21) Details of parties who have taken self Insurance of their stock. Whether it is endorsed in favour of CWC?

22) Are the stack cards being maintained properly with the initials of all concerned staff?

23) Is the Specimen Signature file maintained and up to date? IO has to check a few Delivery orders at random with the specimen Signature cards and give comments.

24) a) If this is a CFS, whether Custom Cost Recovery charges are being paid and up to which date it is paid?

b) Whether timely action is taken to dispose off long standing cargo?

c) Please prepare and attach a list of Long Standing Cargo & Containers.

25) a) Please mention the action taken for auction/disposal of Time Barred Bonds.

b) Whether efforts are made to realise the accrued income from the Bonders?

c) Please prepare a list of time barred bonds along with accrued income and attach.

26) Whether any de-bonding of space is required keeping in view the utilization in future.

List of registers to be checked

Please comment on maintenance of following registers:-

Sr. No.	Register	Remarks
1.	Stock Register	
2.	Depositor Ledger	
3.	Weighbridge/Weight Check Memo	
4.	Bank Lien Register	
5.	Godown Opening/Closing	
6.	Visitor's Book	
7.	Inspection Register	
8.	Railway Receipt/Wagon unloading Register	
9.	Complaints Register	
10.	Depositors' Introduction Register	
11.	Spillage/Sweeping Register	
12.	Gunny Bag account	
13.	Stack Wise Register	
14.	Gate Register	
15.	Insurance Register	
16.	Daily Transaction Diary	
17.	Daily Transaction summary	
18.	Key Register	
19.	Lock Register	
20.	Bond Register	
21.	Dead Stock Register	
22.	Release Order Register	
23.	Depositor Introduction Register	

List of documents/files to be checked

Please comment on maintenance of following documents:-

Sl.No.	Documents/File	Remarks
1.	Bill of Entry	
2.	Space Availability Certificate	
3.	Deposit Application	
4.	Delivery Order	
5.	Depositor wise Release Order file	
6.	Specimen Signature cards	
7.		

CERTIFICATE

1. It is certified that I have physically verified the stocks and found correct as per records.
2. It is certified that I have made a random verification of weighment/assessed area/volume of units and found correct as per record.
3. It is hereby certified that all the registers and documents maintained at the Warehouse are as per Quality Management System and instructions of CO/RO and found in order.

(Name and Signature of the Inspecting Officer)

PART III TECHNICAL ASPECTS

1. a) Strength of Technical staff and their distribution of work :-

Sr. No.	Name & Designation	Date of Posting	Job assigned
1			
2			
3			
4			

b) Whether the Technical staff is adequate?

(i) Yes

(ii) No

If No, please Comment:-

c) Whether medical check up of technical staff has been done. If not, furnish the reason

2. Which Commodities are stored in the Warehouse?

3. Please give the following details about Dunnage being used in the Warehouse :-

a) Types of dunnage under use.

b) Whether any stock is stored without dunnage? Give details.

c) Is the dunnage provided adequate?

(i) Yes

(ii) No

d) Report on surplus dunnage, if any available for shifting to other warehouses/additional requirement, if any.

4. Please give the following details about Stacking :-

a) Are the stack plans for all the godowns duly approved and stacklines drawn accordingly?

(i) Yes

(ii) No

If not, give details and reasons for variations.

b) Whether stacks built are proper and stable as per approved stack plan and specified height?

(i) Yes

(ii) No

If No, please Comment :-

c) Give details of mixed stacking of different commodities keeping in view the commodities that cannot be stored together.

I. In the same stack

II. In the same compartment

d) Are there any packages/ bags in damaged condition and require repacking? Give details. (Comment on steps taken by the WHM in this regard.)

e) Are all the stacks provided with stack cards with upto date entries and displayed?

(i) Yes

(ii) No

If No, please Comment :-

e) Is the Analysis of Stocks carried out as per procedure?

(i) Yes

(ii) No

If No, please Comment :-

f) Are the Analysis slips/Register maintained properly?

(i) Yes

(ii) No

If No, please Comment :-

h) Are there any stocks, which don't have Analysis procedure? If so please give details.

5. Comment on the cleanliness (hygienic condition) of godowns and its surroundings; and improvement needed.

6. Whether prophylactic / curative treatment is provided in time. If not, what is the reason.

1. Are there any damaged or sub-standard stocks, stored in the godown? If yes, please give a detailed statement. What action is proposed to dispose off these stocks?

2. Give the details of Storage Loss cases which are not regularized. Give reasons for not regularizing and the efforts made by Warehouse Manager to regularize the pending SL cases.

3. Based on random check of weight, do you anticipate huge Storage loss accumulated in stacks? Please compare the average weight of bags in stacks with actual weight. If so please give details and action that is required.

10. Comment on the collection of spillages/sweepings cleaning and their disposal.

11. Give the details of quantity of fumigable stocks stored as on date of inspection.

	Name of Commodity	Bags	Weight
A	Rice		
B	Wheat		
C	Paddy		
D	Pulses		
E			
F			

12. Give the details of chemicals.

Name	Quantity	Date of expiry	Remarks (viz. short/adequate / excess)

13. Comments on Fire Fighting (including date of charging) and protective equipments.

I. Are the duly charged fire extinguishers placed at strategic position outside the godowns?

- i) Yes ii) No

If No, please comment:-

II. Are the fire buckets filled with sand and water placed at vantage points for emergency use?

- i) Yes ii) No

If No, please comment:-

III. Is the static tank provided and adequate water supply available in warehouse premises for fire fighting operations?

- i) Yes ii) No

If No, please comment:-

IV. Is the fire extinguisher maintenance register posted upto date?

i) Yes

ii) No

If No, please comment:-

V. Whether sufficient protective/safety equipments like eye shields, respirators/canister, nose filters, hand gloves etc. are available?

i) Yes

ii) No

If No, please comment:-

14. What is the action taken for the disposal of unserviceable technical equipments?

15. Whether weighing scales/LWB are being serviced regularly and stamped as per law? Please enclose a statement showing the details of weighing equipment and the date of last stamping.

i) Yes

ii) No

If No, please comment:-

16. PCS

i) What is the target and achievement for PCS for Last three years and Current year?

Year	Target (Rs.)	Achievement (Rs.)

ii) Comments of IO regarding performance under PCS.

17. FESS

i) What is the target for FESS for Last three years/Current year?

Year	Target (No. of farmers /village)	Achievement (no. of farmers/village)

ii) Comments of IO regarding performance under FESS.

LIST OF REGISTERS TO BE CHECKED

Sr. No	Details	Remarks
1	Stack-wise Registers	
2	Consumable Register	
3	Dunnage Register	
4	Technical Dead stock Register	
5	Loss/Gain Register	
6	PCS performance Register	
7	FESS Register	
8	Fumigation/Spraying Register	
9	Priority Register	
10	Analysis Register	
11	Fortnightly Inspection Register	
12	Spillage/sweepings Register	
13	Damaged/Sub-standard stock Register	
14	Fire Extinguisher history sheet Register	

PART IV FINANCIAL ASPECTS

1) Whether Cash receipts have been checked along with the calculations and found correct?

(i) Yes

(ii) No

If No, please Comment

2) Whether Cash and Bank Register is properly maintained or not?

(i) Yes

(ii) No

If No, please Comment:--

3) a) Is there any commodity in storage, tariff of which is not approved by RO/CO?

(i) Yes

(ii) No

If yes, please Comment. (Give details of references to CO/RO for fixation of tariffs)

b) Is there any special tariff/ rebate to any depositors _____ at this unit ?

(i) Yes

(ii) No

If Yes, please Comment:-

4) Are the Storage, MF, Insurance bills raised regularly and the Registers maintained properly?

(i) Yes

(ii) No

If No, please Comment:-

5) Whether Insurance Register is maintained in the prescribed proforma, correctly and up-to date?

(i) Yes

(ii) No

If No, please Comment. Also give the details and action taken by IO to get it updated.

6) Is there any case of burglary/ theft/ fire after the last inspection?

a) Is the incident reported to the insurance company immediately after its occurrence? Is the incident reported to the police and the panchanama got drawn up at the earliest possible?

b) If yes, give the details in a separate statement along with the status of claim realization and action taken by Warehouse Manager/RO.

7) In all the unsettled cases of claims for loss due to fire/ flood/ theft/ burglary, Whether

a) Certified copies of First Information Report & Police panchanama have been obtained by the WHM?

b) The claim application of the depositor has been sent to Corporate Office along with documents at (a)

c) There are any specific difficulties in taking the steps at (a) and (b) above?

d) Discuss these difficulties briefly, suggest course of action to WHM and state here the gist of suggestions given.

8) Details of Outstanding storage charges :-

a) Total outstanding storage charges.

b) Action taken by IO/ WHM for realization of outstanding charges.

c) Whether action for write off of sanction of old storage charges, which are unrealizable, has been initiated, if not furnish comments thereon.

C E R T I F I C A T E

1. It is certified that I have verified the cash receipts and found correct.

2. It is hereby certified that cash register, bank register and insurance register maintained at the Warehouse are as per Quality Management System and instructions of CO/RO and found in order.

(Name and Signature of the Inspecting Officer)

PART V Establishment Aspects

1. Whether the Warehouse staff is adequate?

(i) Yes

(ii) No

If No, please Comment:-

2. Give the cadre wise staff position.

Sr. No.	Cadre	No. of staff	Adequate/Not Adequate
1	A		
2	B		
3	C		
4	D		
5	Private/outsourced		

3. IO to verify the attendance register and mention whether the staff is punctual in attending the work.

4. Is CL/CH register maintained in the warehouse?

(i) Yes

(ii) No

If No, please Comment:-

5) i) Is overtime paid to the staff?

- ii) If yes, how much overtime is paid since last inspection what is the monthly average?
- 6) What is the security arrangement? DGR or Departmental CDRs?
- If DGR or other private security, the number and total monthly expenditure on the same be given.

CERTIFICATE

- 1. It is certified that I have verified the attendance register and found that staff is punctual.
- 2. It is hereby certified that I have checked and verified CL/CH register maintained at warehouse and found in order.

(Name and Signature of the Inspecting Officer)

PART VI - ENGINEERING/CONSTRUCTION ASPECTS

1. Condition of the godowns with specific reference to storage worthiness.

a) OWNED

b) HIRED

c) OPEN

2. Whether leakage/inflow of rainwater is noticed/reported. If so, give details.

3. Are rolling shutters, windows and ventilators working properly? Do they require repairs?

4. Whether rodent/bird trouble is noticed/reported? Are there holes/inlets/gaps in godowns which admit rodents/birds inside and require repairs? Give full details.

5. Whether lighting arrangements/First aid arrangements/ other emergency measures & precautions are adequately taken care?

(Name and Signature of the Inspecting Officer)

PART VII DEDICATED WAREHOUSING ASPECTS

1) Give details of dedicated warehousing arrangement:-

Sl. No.	Name of Party	Godown No. (if entire unit is not dedicated)	Capacity in MT /Area In Sq. Meter	Total period of dedicated warehousing arrangement and its effective date
1.				
2.				
3.				

2) Is/are the agreement(s) of dedicated warehousing arrangement executed? If not, reason thereof may be furnished.

Have the parties made payment of security deposit as per terms of agreement? If not, give details thereof along with reasons.

3) Have the parties made monthly payment of warehousing charges (including annual escalation) up to date, along with applicable tax thereon in advance as per terms of agreement? if not, give details thereof along with reasons.

4) Have the parties obtained Insurance Policy of stock stored in the demised premises and got it endorsed in favour of CWC and provided copy thereof? If not so, reasons there for may be furnished along with the effective period of non-payment.

5) Has the claim of interest as per applicable rate, been made on the parties towards the period of delayed payment in accordance with the term of agreement? If not, furnish reason thereof .

6) Are the transactions of the parties being executed under overall discipline of CWC including recording of their vehicles at main gate viz-a-viz their documents and safety aspects of CWC's assets like storage as per load bearing capacity of floor etc? If not, details thereof may be furnished.

7) Has any party sublet the demised premises? If so, details thereof along with the information whether due permission has been obtained from CWC.

8) Have the parties made up to date payment of electricity charges (including higher tariff) in accordance with the terms of agreement towards electricity consumption made by them ? If not, reasons thereof along with the period of non-payment by them may be furnished.

9) Have the parties made any alteration, modification or structural changes in the godowns /demised premises without written prior permission of CWC? If so, details thereof may be furnished.

10) Have the parties been utilising the godowns / demised premises judiciously for the purpose of warehousing of notified commodities under Warehousing Corporation Act, 1962? If not so, please furnish details thereof.

11) Any other comments on the issue of maintenance / utilization of godowns/ demised premises by the parties as observed during inspection, may be furnished.

12) Has IO interacted with beneficiary user of dedicated warehousing facility as well other clients of warehouse? If yes, feedback of them about their satisfaction with services rendered by CWC and expectation of their any other requirement from business point of view may be furnished.

13) Outstanding Dues: Comments of I.O. be given if the parties are not making regular payment of CWC's dues.

14) Floor Load: Are the parties utilising the facilities in accordance with the floor load permissible as per authorised agreement.

15) Adequacy of security: Comments of IO be given on the security of premise.

- 16) Comments of IO on the facility of CWC as regards encroachment, boundary wall, security of premises and other general points safeguarding the interest of CWC as the owner of premises.

- 17) Any other points as deemed appropriate in the interest of Corporation (including any deviation in use of facility) may be given by IO along with his comments.

CERTIFICATE

1. It is certified that I have verified the warehousing agreement(s) made for utilisation of premises being used on dedicated basis.
2. It is certified that I have verified the records regarding payment of security deposit / monthly warehousing charges and electricity charges etc. being made by the parties as per terms of agreement(s)

Name and Signature of Inspecting Officer

ANNEXURE- I

**STATEMENT SHOWING STOCK POSITION AS PER WAREHOUSE RECEIPTS
/ACKNOWLEDGEMENTS AS ON _____ AT CW _____**

Sl. No.	WHR/ ACK No. Date	Date of expiry of initial stg. Period	Depositor's name	Commodity	Total Deposit Bags weight (Qtl)	Rate (Rs.)	Balance on date of Inspection Bags weight(Qtl)	G.No./ St.No.	Name of Bank having lien	Remarks
1	2	3	4	5	6	7	8	9	10	11

I hereby certify that I have inspected the above stocks, verified them from registers & records, physically in the godowns and from statements of various banks, to whom the warehouse receipts have been pledged and they have been found correctly tallied in all respects.

Signature of WAG-I/II Signature of W M Signature of Inspecting Officer
(along with designation)

ANNEXURE-II

**STATEMENT SHOWING GODOWNWISE/ COMMODITYWISE/ DEPOSITORWISE AS ON ----
-----AT CW-----**

Sl. No.	Name of the depositor	Name of the commodi	GODOWN No.				Total	Remarks
			I	II	III	iv		
1	2	3	4	5	6	7	8	9

Signature of SR/DL Supervisor

Signature of W M

Signature of Inspecting Officer
(along with designation)

PV SHEETS

S.No.	Godown No. with stack No.	Commodities Breakup - Layerwise	Total (Palla/ Made up)	Remarks

Central Warehouse_____

Test Check Statement

S. No.	Godown/stack No	Commodity	Source / Date of receipt	No.Of Bags	Observation made by Tech. Staff during recent FTI				Observations made by the squad/IO				Remarks
					Date	Infestation	Weevilling / DDC%	Category	Date	Infestation	Weevilling/ DDC %	Category	
1.	2.	3.	4.	5.	6.	7.	8.,	9.	10	11	12	13	14

Signature of JTA/TA

Signature of Warehouse Manager

Signature of I.O.

ANNEXURE-V

STATEMENT SHOWING STOCK POSITION OF DAMAGED / SUB – STANDARD AS ON _____ OF CW_____

SL. No.	Name of the Depositor	Warehouse receipt no.*	Commodity	No. of Units initially deposited		Substandard		Spillage		Total		Remarks
				Bags	Weight	Bags	Weight	Bags	Weight	Bags	Weight	
1	2	3	4	5	6	7	8	9	10	11	11	12

* Note: In case of CFS/ ICD/ ACC etc, shipping bill/ bond/ OBL/ IGM/ items/ Air Bill No. may be mentioned as per record / nature of operation.

Signature of WAG-I/II

Signature of WH Manager

**Signature of Inspecting Officer
(alongwith Designation)**

**STATEMENT SHOWING THE OUTSTANDING STORAGE CHARGES/PCS CHARGES/OTHER CHARGES AS ON -----
AT CW-----**

S.No.	Name of th Depositors	Pertaining to the period	Amount outstanding (in Rs.)	Reasons for outstanding	Action taken for realisation

Remarks: Detailed Bill wise / party wise statement of outstanding amount against each one be also attached.

Action Taken by Inspecting Officer

- Meeting with local depositors/representative

- Advice given to Warehouse Manager for realization of outstanding dues.

ANNEXURE-VII

**CENTRAL WAREHOUSING CORPORATION
(A Govt of India Undertaking)**

Camp: CW _____

No: CWC/ CFS _____ / Insp/ 19-20

Dated: _____

The Branch Manager

Sir

In order to safeguard the interest of Central Warehousing Corporation and the banking institutions, who advance loans on the pledge of Warehouse Receipts for stocks deposited in Central Warehouses, against any possibility of fraud and malpractices etc, this Corporation has been periodically carrying out inspections and stock verification of its warehouses.

Under the purview of this scheme, the stocks of _____ are now under verification. You are therefore requested to intimate the undersigned the number of bags /packages in balance as on _____ against each Warehouse Receipt that is pledged with your bank. For your convenience, I am enclosing a Performa (**Annexure-VII-A**) in which the required information can be filled up and returned to the address given below.

You will appreciate that this scheme is for the purpose of protection of the goods in which banks have interest and I hope you will be kind enough to extend your cooperation by sending the required information latest by _____ in order to enable me to complete this work.

Assuring you of our best cooperation and service

Yours faithfully,

Encl: **As above**

(-----)

ANNEXURE-VII(A)

STOCK HELD AT CW.....AS ON.....(O/B)

Sl.No.	Warehouse Receipt No./ Date	Name of the depositor	No. of Bags	Amount Advanced	Remarks
1	2	3	4	5	6

Signature of Branch Manager with Seal

ANNEXURE-VII(B)

**STATEMENT SHOWING NEGOTIABLE WAREHOUSE RECEIPT PLEDGED WITH BANK, LYING AT CW-----
-----AS ON----- (O/B)**

Sl. No.	Name of the depositor	Warehouse Receipt No.	Commodity	No. of Units Initially deposited		Rate per Qtl. (in Rs)	Total Value (in Rs)	Balance as on date		Amount sanctioned towards lien (in Rs.)
				Bags	Weight			Bags	Weight	
1	2	3	4	5	6	7	8	9	10	11

BANK STATEMENT FOR THE LAST SIX MONTHS

ANNEXURE-IX

**STATEMENT SHOWING CASH/ IMPREST/ TEMPORARY ADVANCE/
POSTAGE & REVENUE STAMPS/ WAREHOUSE RECEIPT BOOKS/
ACKNOWLEDGEMENT BOOKS/ CASH RECEIPT BOOKS AS ON DATE OF
INSPECTION------(O.B.) AT CW_____**

SL NO.	HEAD OF A/C	AMOUNT	DENOMINATIONS
1	2	3	4

Certificate – I hereby certify that I have inspected the Cash, Imprest cash, Temporary Advance Cash, revenue Stamps, Postage Stamps & Holograms and verified from the respective registers and found correctly tallied with the physical balance.

Signature of Warehouse Manager

Name of the Inspecting Officer
(alongwith designation)

**STATEMENT SHOWING THE VALUATION OF STOCKS INSPECTION AS ON
_____ AT CW _____**

SL.No	Godown No.	Value (Rs.)
1	2	3

Sign. of WAG-I/II

Sign. of WH Manager

**Sign. of Inspecting Officer
(alongwith Designation)**

ANNEXURE-XI

GUNNIES STATEMENT

STATEMENT SHOWING THE GUNNIES AS ON _____ AT CW _____

S.No.	Type of gunny	Balance				GRF	Remarks
		New	SHS	US	Total		

Note: SHS (Second Hand Supply); US (Un-serviceable); GRF (Gunny Register Folio)

Certified that gunnies account of Warehouse has been verified and tallied with physical balance on gunnies register of the Warehouse.

Signature of WAG-I/II/Godown(I/C)

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

STATEMENT SHOWING STOCK POSSESSION OF CHEMICALS AS ON _____ AT CW _____

Sl.No.	Name of the Chemical	Quantity in Hand	Batch No.	Expiry Date	Remarks
1	2	3	4	5	6

Certified that the above chemical balances have been physical verified and found correct by us.

Signature of WAG-I/II

Signature of WH Manager

**Signature of Inspecting Officer
(alongwith Designation)**

ANNEXURE-XIII

STATEMENT SHOWING STOCK POSITION OF DUNNAGE AS ON _____ AT CW _____

Sl.No.	Dunnage	Serviceable	Unserviceable	Total	Remarks
1	2	3	4	5	6

Signature of WAG-I/II

Signature of WH Manager

**Signature of Inspecting Officer
(alongwith Designation)**

STATEMENT SHOWING THE GENERAL DEAD STOCK ITEMS AS ON -----AT CW -----

S.No.	Name of the item	Purchased or transferred from WH/RO	Cash Memo No. and date of transferred from WH/RO	Serviceable	Unserviceable	Total	Reasons for unserviceability
1	2	3	4	5	6	7	8

Note:

- 1 Details of discrepancies noticed in dead stocks
 - i)
 - ii)
 - iii)
- 2 Action taken by Warehouse Manager on unserviceable items
 - i)
 - ii)
 - iii)
- 3 Action taken/suggested to Warehouse Manager by Inspecting Officer on unserviceable items:-
 - i)
 - ii)
 - iii)

Signature of WAG-I/II

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIV(A)

**STATEMENT SHOWING THE DETAILS OF TECHNICAL DEAD STOCK ITEMS AS ON _____
AT CW _____**

Sl.No.	Name of the items	Serviceable	Unserviceable	Total
1	2	3	4	5

Signature of WAG-I/II

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

GODOWN/COMMODITY-WISE SPILLAGE/SWEEPING STATEMENT AT CW

AS ON _____.

S. No	Godown/ Stack No.	Commodity	Balance at last inspection		Balance as on date		Remarks
			No of bags	Weight	No of bags	Weight	

Certified that the PV of above stocks is carried out and tallied with the Sweeping/Spillage Register and found correct.

Signature of Godown I/C

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XVI

STATEMENT SHOWING STATUS OF LOSS/GAIN REGULARISATION AT CW ----- AS ON -----

S.no.	Depositor	Commodity	CB of last inspection		Cases submitted after last inspection		Regularised since last inspection		Pending as on Date		Remarks
			Cases	Qty	Cases	Qty	Cases	Qty	Cases	Qty	

Signature of Tech. I/C

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XVII

Statement of Status of T.L. Regularisation as on _____ at CW _____

S.No.	Depositor	Commodity	Period of rake receipt	Dispatch		Receipt		Difference in		Value	Re-marks
				Bags	weight	Bags	weight	Bags	weight		

The value of realised TL's be mentioned by IO in his note.

Signature of Godown I/C/ JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

Bond wise stock statement as on _____ at CW _____

S.No.	Bond No. & date	Importer	Original receipt for		Balance as on date of inspecting		Value			BRF NO.	REMARKS
			Unit	Area	Unit	Area	CIF	Duty	Total		

Certified that the above stock has been verified, tallied with the Bond Register and found correct.

Signature of Tech. I/C

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XVIII A

**STATEMENT SHOWING THE POSITION OF TIME BARRED BONDS (SEA CARGO) AS ON _____ AT
CW _____**

Sl. No.	Bond No. & Date	Valid till	Importers name & Address	Custom House Agent	Description	No. of Unit	Value (in Rs.)	Duty in (Rs.)	Total (in Rs.)	Storage & Insurance charges due	Godown / Slot No.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XVIII-B

STATEMENT SHOWING THE POSITION OF CUSTOM SEIZED/ CONFISCATED CARGO LYING AT CUSTOM BONDED WAREHOUSE AS ON _____ AT CW _____

Sl. No.	Bond No. & Date	Valid till	Importers name & Address	Custom House Agent	Description	No. of Unit	Value (in Rs.)	Duty in (Rs.)	Total (in Rs.)	Area Occupied	Godown / Slot No.	Remarks (Viz. Seized / confiscated)
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

Master Statement of containers at ICD/ CFS _____ as on _____

Loaded

S.No.	Container Number & Size	Importer / Exporter	Commodity	Date of Arrival	Location	Accrued Rent	Ground	Remarks

NOTE: Statement of Import and Export containers be prepared separately.

Empty

S.No.	Container number & Size	Shipping Line	Date of Arrival	Source	Accrued ground rent	Location	Remarks

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-A

Statement showing details of Import cargo at ICD/ CFS _____ as on _____

S. No.	OBL No. & Date	IGM/ Item No.	Importer	Container No./ CFS Code	Arrival date	No. Of package / Unit as per OBL	Weight	CIF	Slot No.	Area Occupied	Balance Packages / Units	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-B

Statement showing details of Export cargo at ICD/ CFS _____ as on _____

S.No.	Shipping Bill & Date	Exporter	Entry No.	Arrival date	No. of package / unit	Weight	FOB	Slot No.	Area Occupied	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-C

Statement showing details of Custom seized/ confiscated Import cargo at ICD/ CFS _____ as on _____

S.No.	OBL No. & Date	Importer	CHA	Description	No. Of Units	CIF Value (Rs)	Duty	Total	Remarks (Viz efforts made for disposal and status thereof)
1	2	3	4	5	6	7	8	9	10

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-D

Statement showing details of Custom seized/ confiscated Export cargo at ICD/ CFS _____ as on _____

S.No.	Shipping Bill No. & Date	Exporter	CHA	Description	No. Of Units	FOB Value (Rs)	Duty	Total	Godown/ Slot No.	Remarks (Viz efforts made for disposal and status thereof)
1	2	3	4	5	6	7	8	9		10

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-(1)-A

Statement showing details of Import cargo at ICP _____ as on _____

S. No.	Bill of Entry	IGM/ Item No.	Importer	Total No. Of Vehicle /Code	Arrival date	No. Of package / Unit as per BO Entry	Weight	CIF
1	2	3	4	5	6	7	8	9

Total No. of vehicle unloaded	No. of Pkg unloaded	Slot No.	Area Occupied	No. of Pkg remained loaded in vehicle.	Total No. of unloaded vehicle	Import parking slot No.	Balance Packages/ Units	Remarks
10	11	12	13	14	15	16	17	18

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-(1)-B

Statement showing details of Export cargo at ICP _____ as on _____

S.No.	BOExport & Date	Exporter	Total No. of Vehicle / Code	Arrival date	No. of package / unit as per Bill of Export	Weight	FOB	Total No. of vehicle unloaded	No. of Pkg unloaded
1	2	3	4	5	6	7	8	9	10

Slot No.	Area Occupied	No. of Pkg remained loaded in vehicle.	Total No. of unloaded vehicle	Import parking slot No.	Balance Packages/ Units	Remarks
11	12	13	14	15	16	17

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-(1)-C

Statement showing details of Custom seized/ confiscated Import cargo at ICP _____ as on _____

S.No.	BO Entry & Date	Importer	CHA	Description	Arrival Date	No. Of Units	Slot No.
1	2	3	4	5	6	7	8

CIF Value (Rs)	Duty	Total	Remarks (Viz efforts made for disposal and status thereof)
9	10	11	12

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XIX-(1)-D

Statement showing details of Custom seized/ confiscated Export cargo at ICP _____ as on _____

S. No.	BO Export & Date	Exporter	CHA	Description	Arrival Date	No. of Units	Slot No.	FOB Value (Rs)	Duty	Total	Godown / Slot No.	Remarks (Viz efforts made for disposal and status thereof)
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XX

TRANSACTION AUDIT (RECEIPTS) CONDUCTED BY SHRI _____ FROM _____ TO _____ AT CW

Capacity of Warehouse	
Total no. of Deliveries during the period for transaction audit since last inspection	
Percentage & no. of transaction audited at random	

RECEIPTS

Sl.No.	Date	Details of Receipts		Name of the depositor	Depositor's introduction Register, Folio No.& Specimen	Gate register entries Folio No. (for entry)	Godown opening/closing register Folio No.	Truck challan/ truck chit No.	Token If any.	No.
		Commodity	No. of bags							
1	2	3	4	5	6	7	8	9	10	

Quality examination details			LWB Register /F. NO. Wt. Check Memo sheet No.	Godown receipt register, if any & entries made on F.No.	G.No./St.No. with stackwise register, F.No.& Stock Card No.	Deposit No.	DTS & DTR entries details F.NO.	WHR/Ack No. & Date	WHR/Ack issued/cancellation register	Stackwise register, stock register & depositor's ledger F.No.	Insurance Register F.No.
%age of moistur	Category / class	Grade									
11	12	13	14	15	16	17	18	19	20	21	22

Signature of Tech. I/C/JS

Signature of Warehouse Manager

**Signature of Inspecting Officer
(alongwith designation)**

ANNEXURE-XX-A

TRANSACTION AUDIT (DELIVERIES) CONDUCTED BY SH _____ FROM _____ TO _____
AT CENTRAL WAREHOUSE _____

Capacity of Warehouse	
Total no. of Deliveries during the period for transaction audit since last inspection	
Percentage & no. of transaction audited at random	

DELIVERIES

Sl.No.	Date	Details of deliveries		Name of the depositor	Depositor's specimen signature register / Card No.	Delivery order No. & Date	Token No., if any	Bank lien register folio No.	WHR/Ack. Issue & cancellation register folio No.
		Commodity	No. of Units						
1	2	3	4	5	6	7	8	9	10

Cash receipt for storage / ins. Charges	Quality at the time of issue		Issue slip No. & Date	G.No. / St. No., stackwise register F.No.	Godown opening / closing register F.No.	Stackwise register / stockwise register / depositor's ledger, F.No.	Godown delivery challan No. & date	Gate Pass No. & Date
	%age of Moisture	Category grade / class						
11	12	13	14	15	16	17	18	19

Signature of Godown I/C/ JS

Signature of WH Manager

**Signature of Inspecting Officer
(alongwith Designation)**

**RAKEWISE STATEMENT OF THE STOCKS AT THE CENTRE SINCE LAST INSPECTION
I.E. FROM _____ TO _____ AT CW _____**

RECEIPTS / RAKES

S. N	RR No. & date	Ex	Commodities	No.of bags & weight as per				
				RR	Gate	SR	DL	LWB

Signature of Godown I/C

Signature of WM

Signature of Inspecting Officer
(alongwith designation)

DISPATCH / RAKES

S.No.	RR No. & date	TO	Commodities	No. of bags & weight as per				

If there is any difference, IO should mention in his discrepancy note.

We hereby confirm that above status is tallied with the records of the warehouse and depositor ledger.

Signature of Godown I/C

Signature of WM

Signature of Inspecting Officer
(alongwith designation)

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