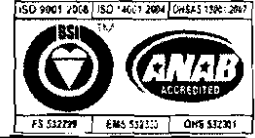




**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



**Speed Post/Urgent**

NO. CWC-CO/ INSP-PROCEDURE/2015-16 /OSE

13.4.2015

All Regional Manager,  
Central Warehousing Corporation,

**Sub:- Compliance of Procedures/Guidelines issued for warehousing operations at Central Warehouses .....regarding.**

Sir,

You may refer this office letter of even no. dated 11.2.2015 advising therein that Warehouse Managers should be instructed to complete all the registers/records at the warehouse on day to day basis and Inspecting Officer has to ensure the same during the General Inspection. It is the duty and responsibility of the IO/WHMs to ensure that the instructions/guidelines regarding warehouse operations issued time to time are also being followed. It is noticed that at some warehouses the procedure/guidelines are not being followed scrupulously which is the matter of concern.

It has, therefore, been decided that RMs should reiterate instructions to all the Warehouse Managers under their control to ensure that procedures/instructions issued for the warehousing operations shall be followed without fail and IO at the time of general inspection should confirm the same.

This is for immediate compliance please.

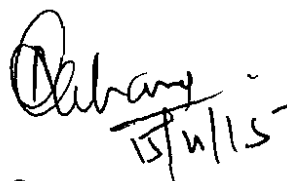
Yours faithfully,

  
(O.P. Bhatnagar)

General Manager (Insp. & Pub.)

Copy to:

1. PPS to MD/AM to Dir(F)/SAM to Dir(P)/PS to CVO CWC, CO, New Delhi for information.
2. GM(MIS) for necessary action please.
3. Dy.GM(IA), CWC, CO, New Delhi.
4. Guard file.

  
15/4/15