


CIRCULAR

On examination of general inspection report of the warehouses sent by the Inspecting Officers, it is observed that in most of the cases there are arithmetical mistakes in Physical Verification statement of the stock and godown wise summary and over all summary of all godowns are not provided by the IOs and a certificate on the last page of PV is not appended as per this office circular dated 7.5.2014. All the Inspecting Officers may be advised to be careful while conducting Physical Verification of the stock and the Physical Verification statements enclosed with the inspection report should tally with commodity wise/ depositor wise/ stack wise Register/ master statement.

It is also noticed that in most of the inspection reports, there is a common remark that monthly Physical Verification of the stock is not being conducted by the warehouse staff. Besides, one more observation is that the stock ledger, depositor's ledger and insurance register are not being up dated on day to day basis. The necessary instructions may be issued to all the WMs under your control to complete the registers/ records in time and to conduct Physical Verification of the stock at the end of each month invariably without fail and Physical Verification of petty dead stock (general & technical) at the end of each year on 31st March and a certificate to this effect should be appended by the Warehouse Manager on stock Register / Petty dead stock Register.

Some of the Inspecting Officers are not submitting special note on the functioning of warehouse along with Inspection Report. All the IOs may be asked to submit the same invariably.

Receipt of this circular may be acknowledged.


(R.K. BANSAL)
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