

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

**"WAREHOUSING BHAVAN"  
4/1, SIRI INSTITUTIONAL AREA,  
AUGUST KRANTI MARG,  
NEW DELHI-110 016.**

No.CWC/INSP/Procedure/2010-11

Date :22.12.2010

**CIRCULAR**

**INSPECTION OF THE CENTRAL WAREHOUSES – NORMS, PROCEDURES AND POINTS FOR GUIDANCE .**

**1. INTRODUCTION :**

A need has been felt for consolidating the instructions / orders issued from time to time on the subject mentioned above and to streamline and simplify the system of inspection of the warehouses.

**2. OBJECTIVES OF INSPECTION :**

The main objective of inspection is to ensure and promote proper and healthy working of the warehouses by (i) observance of prescribed procedures, (ii) care and preservation of goods, (iii) upto-date maintenance of accounts and other records (iv) economy in expenditure and (v) development of business and profitability.

The inspecting officers while conducting inspection of the warehouses should keep in mind the above objectives and other aspects which have a bearing on the efficient and proper functioning of the warehouses and the image and reputation of the Corporation.

**3. PHYSICAL VERIFICATION:**

This involves verification of cash, stocks, empty gunnies (both serviceable and unserviceable) and dead stocks / consumable articles etc.

**4. VERIFICATION OF CASH :**

On arrival at a warehouse, the inspecting officer shall verify (i) the cash balance in hand with reference to the cash book, imprest account and temporary advances accounts and (ii) the accounts of postage and revenue stamps, adhesive labels, holograms and non-judicial

stamps, unused warehouse receipts etc. He shall then record the necessary certificates on the temporary advance account folio , imprest account folio , cash book folio etc. The statement at **Annex-1** shall be submitted to RO/CO.

**5. VERIFICATION OF STOCKS :**

- 5.1** On arrival at the warehouse, the inspecting officer shall ensure that till the completion of physical verification of stocks, all transactions in the godowns shall take place with the knowledge of the inspecting officer. He should take rounds in all the godowns to take note of the spillages kept in heap or in bags to avoid any manipulation afterwards. He should also obtain the signatures of the godown incharges and the warehouse manager on the list prepared for such spillages to avoid controversy.
- 5.2** The verification of stocks at a warehouse has to be done from three aspects i.e.(a) verification of the weight and number of packages; (b) verification of type and grade of the commodity said to contain in the package; and (c) verification of maintenance of quality i.e. preservation aspects.
- 5.3** After scrutiny of the basic records, inspecting officer shall prepare a list of current warehouse receipts and acknowledgements in the prescribed proforma (**Annex-2**) of the Inspection Book. A commodity-wise / godown-wise statement (**Annex-3**) shall then be compiled. Each page of these two statements should bear the dated signature of the inspecting officer.
- 5.4** While compiling these two statements, inspecting officer shall conduct a general checking of the essential records on the basis of which warehouse receipts / acknowledgements are prepared and deliveries are affected by the warehouse manager.
- 5.5** The inspecting officer will select at random at least 10 warehouse receipts / acknowledgements or 10% of the warehouse receipts / acknowledgements whichever is higher, in respect of which he shall make a 100% check of the records beginning with the deposit application and specimen signature cards to the stage of delivery. This

will involve checking of stock register, depositor's ledger and all other connected records. He will check whether the storage charges have been properly collected with regards to stocks delivered on a day and if the same quantity tallies with that of the records/entries made in the gate out register. Actual weight of bags / packages so selected should be taken and then samples drawn and their quality and infestation are to be ascertained.

- 5.6 The quantity and quality of stocks mentioned in the warehouse receipts is taken as correct by the banks . It is, therefore, absolutely essential that a thorough checking of records covered by the warehouse receipts pledged with the banks is carried out so as to ensure that these stocks are actually in the custody of the warehouse and conform to the quantity and quality as recorded in the warehouse receipts.
- 5.7 The inspecting officer shall issue a general circular letter in the prescribed proforma **(Annex-4)** to all the banks requesting them to forward within a day or two a list of warehouse receipts pledged with them together with the latest balance of stocks against the warehouse receipts pledged with them **(as per Annex – 5)**
- 5.8 On receipt of this information from the banks, the data furnished by banks shall be tallied with the Bank Lien Register and the Master Statement prepared by the inspecting officer to check that stocks covered by each warehouse receipt pledged are in storage in the warehouse and conform to the particulars indicated in the relevant warehouse receipt.
- 5.9 It is necessary that the list of warehouse receipts in possession of any bank is sent by the bank itself and simple conformation by banks of the list prepared by the warehouse staff or inspecting officer will not be enough. Where the reply from the bank is not received before the completion of the inspection, the inspecting officer should ensure that a letter under registered post with acknowledgement due is sent to the bank stating that the stock shown under pledge as per warehouse records has been taken as correct in the absence of their reply.

**5.10** Inspecting officer shall then go from godown to godown, where 100% verification of stocks / packages shall be done by count and tallied with the stack cards and stack wise registers and the statement of stocks prepared at the time of physical verification by the inspecting officer. Also simultaneously the entries in the stack wise registers may be seen and verified.

**6. VERIFICATION OF STOCKS AT BONDED WAREHOUSES:**

**6.1** So far as the Bonded Warehouses are concerned, the procedure for inspection and verification will apply mutatis-mutandis and in addition the inspecting officers will have to satisfy themselves that the provisions of the Customs Act and terms and conditions for appointment of custodian / grant of licence by the Commissioner, Customs and Excise are being properly followed. Bond register, Space Allocation Register are two vital documents of the bonded warehouses. This may be verified and the figures may be tallied with the Bond Register /stackwise register/ stock register/ depositor's ledger and other related documents of the warehouse. Inspecting officer shall also verify the space allotted to the depositors as per space allocation register.

**6.2** With regard to the test weighment of stocks five percent of the total number of stacks may be selected at random from different godowns. In case of standardized lots, weighment of a few bags at different levels may suffice to ascertain the correctness of weight. In the case of non-standard bags, the lot will have to be weighed cent-per-cent. The inspecting officers will ensure that the total expenditure to be incurred on such verification is kept to the bare minimum as is necessary for the purpose. In case he finds that a more detailed checking is warranted, he may seek instructions from the Regional Manager. In such cases, the inspecting officers may also consider whether some stocks under operation (standardization issue etc.) at the time of inspection could be selected for checking so as to save time and keep the expenditure at the minimum without over-looking the basic requirement of verification.

When in cases of bonded stocks, weightment may not be required, customs seal, intactness of packages are to be verified.

- 6.3** Inspecting Officer shall verify the time barred bonds / old damaged / sub-standard / spillages stocks and action taken report for the disposal of the same, the stock position on the same will be submitted **(as per Annex-6 & Annex-7)** respectively.

**7. VERIFICATION WITH REFERENCE TO RRs :**

In the case of bulk depositors, where the Corporation has accepted the responsibility of receipt and dispatch of stocks by rail / road, the inspecting officers should compare the figures of receipt and issues with the RR Register / Truck challans, Consignment Notes / Chits as these are the basic documents in such cases. This will also enable the inspecting officers to find out and report whether all cases of claims against Railways etc. have been processed as per standing instructions.

**8. VERIFICATION OF EMPTY GUNNIES :**

- 8.1** The inspecting officers will check that proper entries about receipt and release of empty gunnies are made in the gunny register. He should also verify the indents (proforma of the indent is at **Annex-8**) given for release of gunnies from the store and conduct physical verification of the balance gunnies.
- 8.2** The inspecting officers should give a certificate of verification in the gunny register to certify the correctness of stock in balance. In case of variation, the inspecting officer will investigate the matter thoroughly and send a detailed report alongwith Inspection Report.

**9. VERIFICATION OF DEAD STOCKS / CONSUMABLE ARTICLES / DUNNAGE :**

Similarly, complete verification of General & Technical dead stock articles, fumigants and chemicals is also to be conducted by the inspecting officers. Required statements are to be submitted alongwith inspection report **(as per Annex-9, 10,11,12)** respectively. Any variation in the balance of these items noticed during inspection should be brought out in the forwarding note.

**10. VARIATION IN STOCKS – DUTIES OF THE INSPECTING OFFICER :**

- 10.1** There may be variation in stock balance (of quality and or quantity) damage to stocks due to lack of preservation and other irregularities exposing the Corporation to risk and consequent financial loss. In all such cases, the inspecting officer should immediately report the matter to the Regional Manager giving a first hand information of the case and seek instructions for further action. In any case, the inspecting officer is not expected to leave the station without complete verification of stocks.
- 10.2** There may be cases, where stock verification is not possible due to defective stacking. In such cases, the inspecting officer, if necessary, may break the stacks to the extent needed to ascertain the actual number of bags in the stack. The full facts of the case alongwith necessary recommendations should then be reported to Regional office.
- 10.3** The I.O. should submit detailed investigation report clearly indicating the reasons there-of alongwith his recommendation with regard to regularization to the RM concerned with a copy to Corporate Office alongwith the inspection report. The RM shall scrutinize such reports and take action as required.

**11. QUALITY CONTROL :**

- 11.1** Inspecting Officer shall verify whether the stocks are being properly graded and preserved. He should ensure that (i) the stocks are free from infestation and conform to grade specified in the warehouse receipts / acknowledgements (ii) timely disinfestation measures are being given to maintain the quality of stocks and (iii) necessary entries in this respect are made in the relevant registers and stack cards etc.
- 11.2** The storage loss / gain statements shall be scrutinized with a view to ensuring that there is no abnormal storage loss or gain. Test weighment may be undertaken as per standing instructions on this matter.

## **12. AUDIT AND ACCOUNTS :**

- 12.1** Besides verifying the cash balance, inspecting officer will scrutinize the registers such as Cash Book, Imprest Cash Account, Temporary Advances Accounts, Daily Valuation Register and Financial Expenditure Control Register etc. to see whether these are being maintained as per the procedure / instructions and whether the warehouse manager has been making necessary checks as prescribed in this regard, the same are duly signed by warehouse manager daily. Valuation of stocks as on date of inspection is to be submitted **(as per Annex-13)**.
- 12.2** Inspecting officer will ensure that entire stocks are properly insured and will record a certificate to this effect.
- 12.3** In case of shortfall noticed in the insurance cover, the inspecting officer will immediately intimate the position to RO asking for necessary additional cover or godown wise reallocation as the case may be. In case the value of stocks is overstated in insurance register, inspecting officer will point out the mistake and inform RO for necessary action for future insurance declaration and also inform CO to make necessary adjustments in the declaration statement, if possible. Where insurance cover is to be taken by the depositor/party, inspecting officer will ensure and verify that the depositors have duly submitted photocopy of the insurance cover taken in respect of the stocks and if the same have duly been endorsed in favour of CWC, if the agreement stipulates so.
- 12.4** Storage charges bills raised by the warehouse manager since last inspection till date shall be audited by the inspecting officer with reference to stock ledger, acknowledgements and delivery orders so as to ensure that storage charges have been claimed for the stocks actually delivered / on accrual basis for correct quantities, including bills for stocks stored over & above and on general basis.
- 12.5** The inspecting officer will also ensure that bills on account of storage charges, handling and transport charges and other charges are raised

on the depositors well in time and payment is being recovered from them. In case, any bills are not raised by the warehouse manager, inspecting officer will get all such bills prepared and submitted to the respective depositors in his presence and record a certificate in the storage charges bill register that the storage charges bills have been raised on the depositors in all respect upto date. The I.O. may also personally meet the local representatives of the depositors to get early payment of outstanding dues.

- 12.6** The inspecting officer before proceeding for the inspection should obtain a list of outstanding storage charges from RO and tally these with warehouse records to bring out the discrepancies. In order to have a complete position of the outstandings, the inspecting officer should strike out a balance after taking the sundry debtor statement of the last year plus the bills raised during the year minus the payments received. The inspecting officer may furnish a list of outstanding dues from the warehouse in the proforma enclosed so that all the required informations are incorporated **(Annex-14)**.
- 12.7** Inspecting officer will also ensure that work-slips are prepared correctly / regularly and bills of the contractors are duly verified with reference to work actually done before forwarding to Regional Office for payment.
- 12.8** A transaction audit on sampling basis be re-introduced as an integral part of all general inspections **(Annex-15, 16)**.
- 12.9** The system of verification of rebate / discount being given to the farmers needs to be strengthened to avoid any possibility of manipulation or fraud at the warehouse level. As per procedure the rebate to farmers is allowed only when the farmer submits a copy of the patta (ownership of land) and a crop certificate from BDO / Gram Panchayat certifying that the produce belongs to him. The inspecting officer shall scrutinize all cases of discounts given to the farmers with the documentary evidence and a certificate in this respect shall invariably be given by him.



**12.10** It shall be ensured by the inspecting officer during the course of general inspection that all dues of the Corporation have been collected by the warehouse before effecting final delivery of stocks in respect of private depositors.

The inspecting officer will verify that all the required details have duly been filled up in the delivery order, viz. no. of units delivered, warehouse receipt no. and date, CR no. and date, godown no. /stack no. from where the deliveries are effected etc.

It shall also be verified if delivery order has duly been signed by the depositor, office assistant, technical incharge, cashier and the warehouse manager.

It shall also be ensured that the cash receipt be signed both by the cashier and the warehouse manager.

**12.11** The inspecting officer shall verify that the storage charges raised and realized from depositors against the deliveries during the inspection are correct and the amount received from the depositors has been posted in cash book.

**12.12** It shall be ensured by IO that warehouse manager has been collecting TDS certificates from the depositors. He shall get the statement prepared in respect of outstanding TDS certificates and issue the letters to such depositors. The warehouse manager should be advised to collect the TDS certificates from such depositors within a month.

**12.13** The inspecting officer may also refer to last Internal Audit Report of the centre to verify the compliances advised have duly been made/done and if replies have been submitted by the warehouse manager and a remark to this effect shall be given by him in the inspection report.

### **13. SECURITY ARRANGEMENTS :**

**13.1** The Corporation is the custodian of its customers' stocks. It acts as a bailee. It is absolutely necessary for the inspecting officer to ensure that instructions issued by the Corporate Office from time to time on security measures are being followed in letter and spirit. Some of the

main points to be carefully looked into during the course of inspection are listed below :

- (i) The warehouse receipts are prepared and signed by the authorized official as per the prescribed procedure.
- (ii) The warehouse receipt book, cash book and other important documents are kept in safe custody of the authorized person as per instructions issued from time to time.
- (iii) Watch and ward arrangements are adequate. In case of the constructed / hired godowns with proper boundary wall / fencing with a main gate for entry and exit, it is essential that the chowkidars/ security guards are deployed at the entry / exit points also. In addition, the warehouse managers should be advised to get the warehouse included in the regular beat of the local police patrol parties.
- (iv) All incoming and outgoing stocks should be properly accounted for in the inward and outward gate registers. The stocks moving out of the warehouse should be covered by a proper gate pass.
- (v) The deposits / deliveries are authorized as per the laid down procedure and by the competent persons only.
- (vi) The entry inside the godowns should be restricted to bonafide persons only. The H&T contractor should issue identity cards / badges to the labour engaged by him.
- (vii) Proper lighting arrangements inside the godowns and in the warehouse campus are essential for facilitating operations / night patrolling by the watchman / security guards. Wherever such arrangements does not exist, inspecting officer should send proposals to RO for necessary action.
- (viii) The warehouses are adequately equipped with fire fighting equipments which should be kept ready to meet any eventuality.
- (ix) The inspecting officers shall also verify whether the equipments, like weighing scales, moisture meters, spraying machines etc. are in working condition. After returning to their Headquarters i.e. RO

they should take up this matter with Regional Manager for arranging supplies, repairs, servicing etc. of these equipments.

- (x) The inspecting officer shall check the security of godowns with respect to opening & closing of godowns, custody of keys & whether duplicate keys deposited with the bank alongwith the bank certificate.

**14. VERIFICATION WITH REFERENCE TO THE HIRED GODOWNS/ MANAGEMENT GODOWNS/H&T CONTRACTORS:**

The IO shall verify the agreement of the hired godowns/management godowns and tender documents in respect of H&T contractors. Whether the terms & conditions mentioned therein are being followed by warehouse manager, the same may be reported in special note. The IO will also check that disbursement of payment of H&T contract labour & security guards payments is being witnessed by the warehouse manager at the time of payment and other provisions of contract labourer act are being followed. The IO shall also verify the valid labour licence, EPF and ESI certificates of H&T contractor/Security agency and report to the RO in case of any discrepancy.

**15. ECONOMY IN EXPENDITURE :**

**15.1** Another important aspect which the inspecting officer has to attend is effecting economy in the expenditure. The inspecting officer will thoroughly scrutinize the expenditure on the following items and suggest measures to effect economy in the use of resources and prevention of wastage :

- i) Establishment
- ii) Godown rent
- iii) Telephone calls
- iv) Postage and Telegram
- v) Entertainment
- vi) Printing and Stationery
- vii) Conveyance
- viii) Casual Labour
- ix) Misc.

**15.2** The inspecting officer shall ensure that expenditure incurred is within the budgetary limits / for bonafide purposes / in the interest of efficiency and business of the warehouse.

**15.3** The inspecting officer should prepare a statement showing expenditure incurred in excess of pro-rata budget allocation and highlight the heads against which abnormally high expenditure is incurred in his report.

**16. DEVELOPMENT OF BUSINESS :**

The basic purpose of the inspection is also to improve the overall profitability of the warehouse to an optimum level through proper development of business and control on expenditure. The inspecting officer should, therefore, critically examine the business performance of the warehouse in the past, study prospects and present an analytical review to the warehouse manager / RO / CO suggesting ways and means for further development of business. The efforts of warehouse manager for business development should also be assessed. These details should be given in the forwarding letter. The inspecting officer should also report the steps taken by him in this regard during inspection.

**17. INSPECTION PROFORMA :**

**17.1** The proforma for inspection has been designed to achieve the objectives of inspection. The sequence of questionnaire listed there in will help the inspecting officers, while scrutinizing the records and verifying the stocks etc. to have a clear idea of the functioning of the warehouse. This will also provide him with important data to evaluate the performance of the warehouse, formulate plans for expansion of business, suggest means to rectify deficiencies in any area of working of the warehouse and provide meaningful guidance to the warehouse manager and his colleagues in effective and efficient management of the warehouse. In case, the inspecting officer find that any aspect of the functioning of the warehouse is not covered in the inspection format, he should take care of the same and report it in the Discrepancy Note & Special Note.

**17.2** The inspecting officer should take care that all the questions and points listed in the proforma are properly replied to and nothing is left blank. It should also be noted that the proforma carries a list of points and documents etc. which need to be checked. In some cases, the points listed are only a sort of memoranda to facilitate the work of the inspecting officer so that no particular point is overlooked. There may be a number of questions in reply to which the inspecting officer may have only to say 'Yes' after they are satisfied that the work is being done as per instructions. It is necessary that complete details are given against points needing attention so that the reference can be easily passed on to the respective sections at the RO.

**17.3** It has been indicated in the proforma at col. no. 14 of Doc no. F/Insp/01 relating to sales promotion a separate note be given reviewing the business and its future prospects. It may be worthwhile to give a brief summary of points which need immediate attention at the RO / CO, at the end of this note. It is also necessary that prospects of business in the next few months after inspection are indicated and the warehouse manager is advised in this matter.

**18. ISSUE OF DISCREPANCY NOTE :**

**18.1** All discrepancies noticed by the inspecting officer during the course of inspection should be listed in Discrepancy Memo and handed over to the warehouse manager on the spot with the instructions to report compliance to RO / CO within 10 days from the receipt of the Discrepancy Memo.

**18.2** The inspecting officer shall review the inadequacy noticed in previous inspection and the corrective / preventive action taken as well as their effect and record in the report.

**18.3** The inspecting officer shall prepare the inspection report in the prescribed format. The non-conformities / observations and proposed corrective actions with time bound action plan after discussion with warehouse manager shall be reported on separate sheet. The discrepancies/ non-conformities shall be listed in the following order and a discrepancy note issued to the warehouse manager on

completion of the inspection at the warehouse itself. The inspection reports shall be dispatched to RO / CO from the warehouse itself :

- i) Review of Previous Inspection
- ii) Business Aspects
- iii) Technical Aspects
- iv) Financial Aspects
- v) Engineering Aspects
- vi) Action at RO level

Inspecting officer while listing the discrepancies should make a definite classification of the discrepancies clearly indicating whether the action is to be taken by the warehouse manager or by the RO giving the following captions :

- i) The points on which action is to be taken by the warehouse manager.
- ii) The observations / recommendations requiring attention / action of RO.

#### **19. SUBMISSION OF INSPECTION REPORT :**

The inspecting officer shall observe the following procedure for submission, dispatch and distribution of the inspection report.

- i) The original copy of the inspection report alongwith one copy of the Discrepancy Memo; Special Note, Annexures and other supporting statements will be forwarded to the Dy. General Manager (Inspection) with a forwarding letter;
- ii) The second copy of the inspection report alongwith one copy of the Discrepancy Memo, Special Note, Annexures and other supporting statements will be sent to RO ;
- iii) The third copy of the inspection report, discrepancy memo and other documents will be handed over to the warehouse manager on the spot with the instructions to report full compliance to CO / RO within a period of 10 days.

#### **20. RECTIFICATION OF THE DISCREPANCIES AND FOLLOW UP ACTION :**

**20.1** The purpose of inspection is not fulfilled unless discrepancies noticed by the inspecting officer are promptly rectified. Following the procedures

and the time schedule for rectification of discrepancies and the follow-up action will, therefore, be strictly adhered to.

**20.2** As far as possible the inspecting officer will get the discrepancies rectified in their presence before leaving the station and make a mention of the same in the discrepancy memo. To illustrate this point a few common discrepancies and action to be taken by the inspecting officer are listed below :

- i)** If some stocks are found heavily infested and need immediate fumigation, he should arrange such fumigation on the spot and leave further instructions for follow-up action with the warehouse manager.
- ii)** If entries in some of the basic records like stackwise register, stock register, depositor's ledger, insurance register are found incomplete, he should ensure that these records are brought upto date in his presence.
- iii)** If bills on account of storage charges and other services are not raised on depositors till the date of inspection, it is his duty to get the bills prepared and submitted to the depositors. If necessary he may meet the local depositors like Food Corporation of India, State Trading Corporation etc. for realization of outstanding amount of the storage charges and others.
- iv)** If the deficiencies cannot be get rectified on the spot, the inspecting officer, while listing the same in the Discrepancy Memo, should give clear instructions to the warehouse manager for their rectification within a period of 10 days.

**21. COMPLIANCE BY THE WAREHOUSE MANAGER :**

Warehouse manager will report point by point compliance to RO / CO within 10 days of the receipt of Discrepancy Memo. clearly indicating action taken by them to rectify the discrepancies.

**22. REPORT OF THE REGIONAL OFFICE :**

**22.1** The Regional Office will scrutinize inspection report and the compliance report received from the warehouse manager and send the comments to CO within 20 days of the receipt of the inspection

report confirming complete rectification of all discrepancies by the warehouse manager and clearly indicating the action taken by the RO on various observations / recommendations of general nature by the inspecting officer.

**22.2** Where submission of the compliance report is delayed by the warehouse manager, the Regional Manager will take suitable action against the defaulting officials. In any case the discrepancies should have been complied with before the start of next inspection.

## **23. ROLE AND RESPONSIBILITIES OF THE REGIONAL MANAGER :**

### **23.1 Frequency of Inspections :**

The Regional Manager, will ensure that all warehouses under his jurisdiction are inspected as per target fixed during each financial year.

### **23.2 Inspections by the Regional Manager :**

The Regional Manager will carry out the inspection including stock verification of at least 02 warehouses in a year i.e. one warehouse will be inspected half yearly.

### **23.3 Planning of the Inspection Programmes :**

- i)** The monthly inspection programmes shall be chalked out by the Regional Manager well in advance and submitted to the Dy. General Manager (Inspection) as per DOC No.F/Insp/05 by 10<sup>th</sup> of every month.
- ii)** The programme shall be submitted to the Dy. General Manager (Insp.) by name in a confidential cover giving code "INSPRO" in bold letters on top left corner.
- iii)** The programme shall be submitted consolidated for all the inspecting officers in the region and not separately for each inspection officer.
- iv)** The inspection programme shall be treated strictly confidential and no advance intimation shall be given to the warehouse manager concerned.
- v)** The last date for submission of inspection programme to CO is 25<sup>th</sup> of every month. This will be strictly adhered-to.



- vi) No officer lower than the rank of Sr. Assistant Manager / Gr."B" Officer (from General / Technical / Engineering cadres) may form a part of squad posted at RO shall be deputed for inspection of warehouses. Under no circumstances the warehouse managers should be utilized for the inspection job.
- vii) The programme of Inter-Regional inspection by the inspecting officer of one region to inspect a warehouse in another region will be chalked out after the RO intimates the requirement well in advance to the Corporate Office.

#### **23.4 Review of the Inspection Targets :**

The Regional Manager will review progress made in achieving targets and will furnish a Quarterly Report to CO clearly indicating the number of warehouses proposed for inspection, the centres actually inspected and reasons for shortfall, if any. This review should reach CO within 10 days of the close of the quarter.

#### **24. TIME SCHEDULE FOR THE INSPECTIONS :**

- 24.1 The time schedule for inspection of warehouses of various capacities will henceforth be as under :

<u>Capacity in MTs</u>	<u>Number of days upto</u>
Upto 5000	02
5001 to 10000	03
10001 to 15000	04
15001 to 25000	05
25001 to 50000	06
50001 to 75000	07

75001 and above One additional day for every 12500 MTs capacity.

- 24.2 The above time schedule is just a guideline, the inspection shall be accomplished in lesser time depending upon percentage of occupancy, quantum of work / problems etc. 'In case more time is required, RM's permission may be obtained.

- 25.** All the Regional Managers / Inspecting Officers will go through the above instructions carefully and make sure that all prescribed procedures, norms and time schedules are strictly adhered to. The accountability of the I.O. shall be also fixed / made clear regarding their failure to the discrepancies, so that they do not carry out inspections casually.

A copy of this circular may be issued to **all the inspecting officers** of your Region.



**(P.P.SINGH)**  
**DY.GENERAL MANAGER(INSPECTION)**

**Distribution :**

1. CVO, CWC, CO, New Delhi – with reference to note no.CWC/XIII-8/262/10/AV/873 dated 10.06.2010.
2. All the Regional Manager, CWC, RO \_\_\_\_\_(two copies each)
3. All the Divisional Heads, CWC, CO, New Delhi.
4. PS to MD / PS to Dir. (Fin) / PS TO D(P)/ PA to Dir. (MCP), CWC, CO, New Delhi.

**STATEMENT SHOWING CASH / IMPREST / TEMPORARY ADVANCE / POSTAGE & REVENUE STAMPS / HOLOGRAMS AS ON DATE OF INSPECTION \_\_\_\_\_ (O.B.) AT CW \_\_\_\_\_.**

<b>SL.No.</b>	<b>Head of A/c</b>	<b>Amount</b>	<b>Denominations</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

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

Sl. No.	Negotiable WHR No.	Non-negotiable WHR No.	Date of issue	Date of expiry of initial sig. Period	Depositor's name	Commodity	Total no. of bags deposited	Weight (MT)	Rate (Rs.)	Balance on date of Insp.	G.No. / St. No.	Name of Bank having lien	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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 Warehouse Manager

Signature of Inspecting Officer  
(along with designation)

STATEMENT SHOWING GODOWNWISE / COMMODITYWISE / DEPOSITORWISE AS ON AT CW

Sl.No.	Name of the Depositor	Name of the commodity	Godown No.				Total	Remarks
			I	II	III	IV		
1	2	3	4	5	6	7	8	9

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer  
(alongwith designation)

No. CWC/

Date :

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 the Central Warehouse against any possibility of fraud and malpractices etc. this Corporation has been periodically carrying out surprise inspections and stock verification of its warehouses under the purview of this scheme. The stocks of Central Warehouse \_\_\_\_\_ 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 proforma in which the required information can be filled up and returned on 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 \_\_\_\_\_ to enable me to complete this work.

Assuring you of our best co-operation and service.

Yours faithfully,

( )

ANNEX-5

Sl.no.	Name of the depositor	Wareho use Receipt no.	Commodity	No. of Units initially deposited		Rate per Qtl.	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

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer  
(along with designation)

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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer  
(alongwith designation)



STATEMENT SHOWING STOCK POSITION OF DAMAGED / SUB-STANDARD / SPILLAGES AS ON AT CW

SL.No.	Depositor	Commodity	Damaged		Substandard		Spillage		Total		Remarks
			Bags	Weight	Bags	Weight	Bags	Weight	Bags	Weight	
1	2	3	4	5	6	7	8	9	10	11	12

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer  
(along with designation)

INDENT FOR NEW GUNNIES / RELEASE OF OLD GUNNIES

CW \_\_\_\_\_ INDENT NO. \_\_\_\_\_ DATE \_\_\_\_\_

Kindly issue / accept \_\_\_\_\_ no. of new / second hand serviceable / unserviceable gunnies as per particulars given below :

Sl.No.	Type	Condition	G.No. & St. No. from where released / proposed to be used	F.No. of Gunny Register	Remarks
1	2	3	4	5	6

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

Signature of Warehouse Manager

Signature of Inspecting Officer  
(along with designation)

## STATEMENT SHOWING THE GENERAL DEAD STOCK ITEMS AS ON \_\_\_\_\_ AT CW \_\_\_\_\_

SI. no.	NAME OF THE ITEM	PURCHASED OR TRANSFERRED FROM WH/RO	CASH MEMO.NO. AND DATE OR TRANSFERRED FROM WH/RO	SERVICEABLE	UNSERVICEABLE	REASONS UNSERVICEABILITY	FOR TOTAL
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)

**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)

STATEMENT SHOWING STOCK POSITION 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

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of inspecting officer  
(alongwith designation)

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 Warehouse Manager \_\_\_\_\_ Signature of Inspecting Officer (along with designation)

STATEMENT SHOWING THE VALUATION OF STOCKS AS ON \_\_\_\_\_ AT  
CW \_\_\_\_\_

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

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer  
(alongwith designation)





## TRANSACTION AUDIT (RECEIPT) CONDUCTED BY SHRI \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ AT CW \_\_\_\_\_

Capacity of Warehouse	
Total no. of Receipts	
During the period fixed 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 F.No. (for entry)	Godown opening / closing register Folio No.	Truck challan/truck chit No.	Taken No., if any
1	2	3 Commodity 4 No. of bags	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. & Stack Card No.	Deposit No.	DTS DTR entries details F.No.	WHR / Ack. No. & Date	WHR / Issued / cancellation register	Stackwise register, stock register & depositor's ledger F.No.	Insurance Register F.No.		
%age of moisture / class	Grade										
11	12	13	14	15	16	17	18	19	20	21	22

Signature of WAG-I/II

Signature of Warehouse Manager

Signature of Inspecting Officer  
(alongwith designation)

TRANSACTION AUDIT (DELIVERIES) 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	

DELIVERIES

Sl.no.	Date	Details of deliveries	Name of the depositor	Depositor's specimen 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 depositor's ledger, F.no.	Godown delivery challan no. & date	Gate Pass no. & Date
	%age Moisture	Category grade / class						
11	12	13	14	15	16	17	18	19

Signature of WAG-1/11

Signature of Warehouse Manager

Signature of Inspecting Officer  
(alongwith designation)