



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/Insp-Raipur/ CW-Raigarh-I/05-18/2018-19/18

Dated:26.07.2018

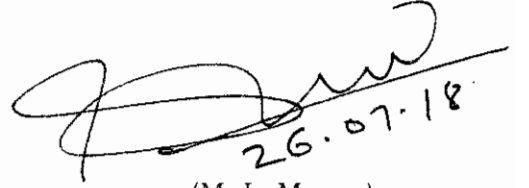
87E

CIRCULAR

It has been observed from various inspection reports of the warehouses that the Warehouse Manager and concerned staff are not appending their signature(s) in main documents of the warehouse i.e. Opening & Closing Register, LWB Receipt/ Delivery Register and the Gunny Register etc. which has been viewed seriously by the competent authority.

Therefore, all RMs are advised to issue necessary instructions to all Warehouse Managers to ensure that all the documents/ warehouse records being maintained at the Warehouse are being signed by all concerned in token of having recorded the entry without fail. Any violation of these instructions should be dealt with appropriately.

This is issued with approval of GGM (Insp).


26.07.18

(M. L. Meena)
Deputy General Manager (Insp)

To

1. All RMs, CWC, RO, _____.
2. Sr PA to GGM (Insp), CWC, CO, New Delhi.

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CORPORATE OFFICE

4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.
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Approved
Meena
29/7/18

	 <p style="text-align: center;">केन्द्रीय भंडारण निगम (भारत सरकार का उपक्रम)</p>	 <p style="text-align: center;">जन-जन के लिए भंडारण</p>
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सं.केभनि/निरी.रायपुर/से.वे.-रायगढ़-1/05-18/2018-19/18

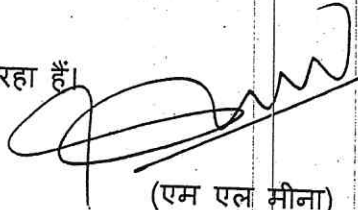
दिनांक : 26/07/2018

परिपत्र

वेअरहाउसों की विभिन्न निरीक्षण रिपोर्टों में देखा गया है कि वेअरहाउस के मुख्य दस्तावेजों जैसे ओपेनिंग एंड क्लोजिंग रजिस्टर, लॉरी वे ब्रिज रिसीट/डिलीवरी रजिस्टर एवं गनी रजिस्टर इत्यादि पर वेअरहाउस प्रबंधक तथा संबंधित कार्मिकों द्वारा हस्ताक्षर नहीं किए जाते हैं जिसे सक्षम प्राधिकारी द्वारा गंभीरता से लिया गया है।

अतः सभी क्षेत्रीय प्रबंधकों को सलाह दी जाती है कि वे सभी वेअरहाउस प्रबंधकों को यह सुनिश्चित करने हेतु आवश्यक अनुदेश जारी करें कि वेअरहाउस में प्रयोग किए जा रहे सभी दस्तावेजों/वेअरहाउस रिकार्ड पर सभी संबंधितों द्वारा आवश्यक रूप से हस्ताक्षर किए जा रहे हैं ताकि प्रत्येक प्रविष्टि को बिना किसी चूक के रिकार्ड किया जा सके। इन अनुदेशों के किसी भी प्रकार के उल्लंघन पर उचित कार्रवाई की जाए।

यह समूह महाप्रबंधक (निरीक्षण) के अनुमोदन से जारी किया जा रहा है।



(एम एल मीना)

उपमहाप्रबंधक (निरीक्षण)

सेवा में,

1. सभी क्षेत्रीय प्रबंधक, केभनि, क्षेत्रीय कार्यालय
2. समूह महाप्रबंधक (निरीक्षण) के वरिष्ठ निजी सहायक, केभनि, निगमित कार्यालय, नई दिल्ली

निगमित कार्यालय: 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौजखास, नई दिल्ली-110016

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3/रा.भा./अनुवाद/निरीक्षण

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

"WAREHOUSING BHAWAN"
4/1, SIRI INSTITUTIONAL AREA
HAUZ KHAS,
NEW DELHI-110016
Date: 04.10.2018

No.CWC/INSP/GENL.CIRCULAR/2018-19/569

CIRCULAR

On examination of general inspection report of warehouses in different regions, it has been noticed that either the registers, mandatorily to be maintained at general warehouse for reflecting the entries of various operational activities being carried out at the warehouse, are not properly maintained and the entries made therein are not validated by signing the concerned officials or the registers are not being maintained at all at warehouse level on the pretext that this is not required at the centre at that particular time. List of the registers to be maintained at general warehouse are enumerated in the inspection report also. It is worth mentioning that the directions for proper maintenance of registers/documents up to date have been issued earlier as well, but the situation in this regard is observed not to be improving and unwanted discrepancies on this account in general inspection report are repeatedly emerging.

The above situation at warehouses is not appreciable at all as the activity for which a register is to be maintained, may be non existence for time being or during a given period but the same may arise in due course as per change in business scenario in and around. As such, the consistency in maintaining such registers is an utmost requirement at every warehouse and for want of the same, difficulties have been experienced in past whenever the need had arisen to verify the past position during the course of investigation or verification and these were found not available or maintained properly at the warehouse which led to jeopardizing the interest of the Corporation.



In the light of above, all Regional Managers are requested to issue necessary advisory to all warehouse managers to invariably maintain all mandatory registers at warehouse without fail and ensure maintenance thereof by making proper/requisite entries therein under validation of concerned dealing officials' signature so as to avoid any unanticipated implications and to safeguard the interests of the Corporation. The directions issued in this regard may also be endorsed to Inspection Division for information, reference and ensuring compliance.



(PAWAN KANT)

GROUP GENERAL MANAGER (INSPECTION)

To,
The Regional Manager,
Central Warehousing Corporation,
Regional Office,
Ahmedabad/Bangalore/Bhopal/Bhubaneshwar/Chandigarh/Chennai/Delhi/
Guwahati/Hyderabad/Jaipur/Kochi/Kolkata/Lucknow/Mumbai/Patna/Panchkula/
Raipur



Copy to :

1. All HODs, CWC, CO, New Delhi.....with a request to review the position of registers mandatorily required to be maintained at warehouse level vis-à-vis operational activities at warehouses under their respective domain to enable to update the inspection process for effective implementation in order to achieve the objective of inspection.
2. PPS to MD/PS to Director(MCP)/SAM to Director(Fin)/PS to Director(Pers.)