



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No.TQC/L&G/Tech-38/2015-16

Dated: 10.06.2015

The Regional Manager,
Central Warehousing Corporation,
Regional Office,
**AHMEDABAD/BANGALORE/BHOPAL/BHUBANESWAR/CHANDIGARH/
CHENNAI/ DELHI/GUWAHATI/HYDERABAD/JAIPUR/KOCHI/KOLKATA/
LUCKNOW/MUMBAI/PANCHKULA/ PATNA/RAIPUR.**

SUB: Investigation of abnormal storage losses having Vigilance angle – reg.

Sir,

A detailed procedure for investigation of abnormal storage losses has been circulated vide this office letter of even no. dated 28.03.2013(copy enclosed). It has however, been noticed that the investigation reports submitted to this office are incomplete for one or the other reason, as a result, it is not possible to fix up responsibility on the concerned individuals. Some of the facts to be considered while preparing the reports are highlighted below:-

1. The reports must be supported with original documents or attested copies thereof, so as to take necessary action.
2. The reports should be prepared strictly as per the guidelines circulated by this office i.e.
 - a. Brief background of the case, based on the source of information/complaint and the allegations levied.
 - b. The facts of the case be given in chronological order, duly supported by relevant documentary evidences.
 - c. The objections or anomalies be highlighted based on the facts.
 - d. Clarifications & replies given by the concerned officials on the anomalies be analysed to arrive at an objective conclusion.
 - e. Based on the irregularities/lapses arrived at and the observations made, a logical conclusion should be given, specifying financial loss to the Corporation etc.
3. Once a Vigilance angle is established, the responsibility of individuals involved needs to be fixed.
4. Recommendation of the Regional Manager should be clearly spelt out, besides suggestions if any, to prevent recurrence of such incidences.

Many a times Inspecting Officers simply make a mention of higher losses but do not take pains to investigate or else delay in submission of the investigation reports. All concerned officials under your jurisdiction, carrying out inspections be suitably advised to carry out investigations during inspection itself as per the standing instructions and submit complete report without any ambiguity to avoid delays in taking disciplinary action, if any.

Encl: as above

Ans
(I.C. CHADDA)
GENERAL MANAGER (TECH)

Copy to:

1. GM(Insp.)/GM(C), CWC,CO,New Delhi.
2. PS to CVO,CWC,CO,New Delhi



केन्द्रीय भंडारण निगम
(भारत सरकार का उपक्रम)



डी व्यू सी / टैक-38 / 2012-13

दिनांक 28.03.2013

क्षेत्रीय प्रबन्धक,
केन्द्रीय भंडारण निगम,
क्षेत्रीय कार्यालय,
अहमदाबाद / बंगलौर / भोपाल / भुवनेश्वर / चंडीगढ़ / चन्नई /
दिल्ली / गुवाहाटी / हैदराबाद / जयपुर / कोलकाता / कोच्चि /
लखनऊ / मुंबई / पंचकुला / पटना / रायपुर ।

विषय: असामान्य भंडारण लाभ-हानि के जांच के विषय के सम्बन्ध में ।

महोदय,

उपरोक्त विषय पर जारी अद्यतन निर्देशानुसार निरीक्षण अधिकारी को तकनीकी निरीक्षण करने के दौरान भंडारण पर भंडारण हानियों के ट्रेंड को इकजाभिन करने के साथ-साथ असामान्य भंडारण हानियों के मामलों की जांच भी करनी आवश्यक है । निरीक्षण के दौरान कुछ मामलों में यह पाया गया है कि निरीक्षण के दौरान निरीक्षण अधिकारी द्वारा न तो भंडारण हानियों के ट्रेंड को इकजाभिन किया जाता है और ना ही असामान्य भंडारण हानियों की जांच की जा रही है तथा कई मामलों में जांच रिपोर्ट निगमित कार्यालय को अधूरी भेजी जाती है ।

इन भंडारण हानियों को किन आधार पर असामान्य माना जाता है उनकी पूरी विवेचना जांच रिपोर्ट में दी जानी चाहिए । इसके अतिरिक्त भंडारण हानियों को कम करने के लिए उपायों का भी विवरण जांच रिपोर्ट में दिया जाना चाहिए । अधूरी जांच रिपोर्ट का कोई औचित्य नहीं है इस प्रकार निगमित कार्यालय द्वारा दोषी कर्मचारियों पर जिम्मेदारी फिक्स करने में भी परेशानी होती है ।

असामान्य भंडारण हानियों के मामलों की जांच से सम्बन्धित विस्तृत प्रोसीजर्स सभी निरीक्षण अधिकारियों के अनुपालन हेतु पुनः प्रेषित है (सलग्नक अनेक्चर-1) । अतः आपसे अनुरोध है कि आप अपने अधीनस्थ सभी निरीक्षण अधिकारियों को उन्हें उपलब्ध कराने का कष्ट करे तथा यह सुनिश्चित करे कि सभी तकनीकी अधिकारियों द्वारा निरीक्षण के दौरान भंडारण हानि के मामलों की जांच प्रभावी एवं सुचारु रूप से की जा सके ।

भवदीय,
[Handwritten Signature]
(आई.सी. चड्ढा)
महा प्रबन्धक (तकनीकी)

सलग्नक : उपरोक्त ।

प्रतिलिपि :

1. महा प्रबन्धक (निरीक्षण एवं प्रचार) निरीक्षण विभाग, केन्द्रीय भंडारण निगम, निगमित कार्यालय, नई दिल्ली ।
2. महा प्रबन्धक (वाणिज्यिक) वाणिज्यिक विभाग, केन्द्रीय भंडारण निगम, निगमित कार्यालय, नई दिल्ली ।
3. निजी सचिव (मुख्य सतर्कता अधिकारी), केन्द्रीय भंडारण निगम, निगमित कार्यालय, नई दिल्ली - सूचनाार्थ ।
4. तकनीकी विभाग में कार्यरत सभी डीलिंग ऐशिसटेटर्स ।
5. गार्ड फाइल ।

Procedure for investigation of abnormal storage losses.

1. The losses must be analysed stackwise
2. The mode of weighment at the time of receipt and issue may be specified. It should be further stated as to whether the weight at the time of receipt/issue has been authenticated by the depositor's representative. It should also be examined whether any lapses have been noticed while recording the weight during receipt/delivery. If there is any change in the mode of weighment during receipt/delivery, the reasons may also be ascertained and reported.
3. The moisture percentage at the time of receipt and issue may be examined and it should also be ascertained whether the same has been authenticated by the depositor's representative.
4. The storage losses with reference to the storage period should be examined and the period of storage should also be specified.
5. The refractions for analysis, classification, condition of stocks at the time of receipt and issue may be indicated. In case the stocks have been received under quality complaint, a copy of the complaint lodged with the depositor may also be furnished alongwith investigation report.
6. Whether timely prophylactic and curative treatments have been given and in case there is shortfall for the same, it should be specified alongwith the reasons.
7. Whether proper dunnage is used and was there damage due to seepage to the bottom layer bags.
8. Whether spillage/spilled grains have been properly collected and accounted for with the mother stack.
9. Whether there was any rodent, bird, monkey & pig problem in the godowns.
10. Test check weighment of the balance stocks may be conducted in order to ascertain whether the losses reported are in tune with the stocks available in the godown and in case any abnormality is noticed, the same should be pointed out.
11. The trend of storage losses noticed as a result of test check weighment during the various inspections, carried out by technical and general inspecting officers should also be taken into account.
12. Comments on the conditions of the godowns with reference to floor, roof leakages, seepage should also be furnished.

- 13 Comments on the general standard of cleanliness in the warehouse during the inspection should also be included.
- 14 Copy of the relevant documents like weight check memo, record of moisture content at the time of receipt/delivery, details as per the stack wise register, acknowledgements, analysis reports, stack-cards may also be furnished.
- 15 The name of the officials who are responsible for weightment, shed incharges, technical incharges and the Warehouse Manager at the time of receipt, during storage and at the time of delivery be also indicated. It should also be specified whether the responsibility for storage losses can be fixed on any of the officials.
- 16 The trend of the storage losses at the warehouse should also be compared with the nearby warehouses where the climatic conditions and the condition of the godowns are almost similar.
- 17 The trend of storage losses for the last 3 years may also be examined and furnished.
- 18 In case the losses are due to lapses on the part of staff, the responsibility for such lapses should be fixed.
19. Where the storage losses are due to suspected pilferages, malpractices, foul play etc., the statements of the staff and officers at the warehouse may also be recorded to corroborate this fact.