



No TQC/Storage Policy/2005-06

Dated 18 1 2006

Shri
Regional Manager,
Central Warehousing Corporation,
Regional Office,

SUB : Corrective Steps to Improve the Existing Storage Practices

Sir,

Of late it has been observed that there is tremendous scope for improvement in our warehousing operations particularly, in respect of sampling, documentation, inspection of the stocks, etc. Keeping this in view, following action plan be drawn to have good quality control practices -

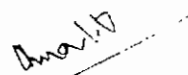
1. The record of **moisture content** at the time of receipt and delivery be maintained by using **printers**. As already circulated vide this office communication No TQC/AA/MM/2005-06 dt.19 12.05, necessary arrangements be made to provide printers to all the moisture meters available in the warehouses of your region. The moisture meters must be calibrated, at least once in a year to avoid any scope of error.
2. Proper **documentation** of all parameters of **physical analysis** of all foodgrains need to be maintained. The inspecting officers during technical inspection must ensure that all the equipments such as grading set, sample divider, grain vernier, goldsmith balance, weighing scales, enameled plates (in adequate number), sample drawers (parkhies) and chemicals such as methylene blue, ninhydrin, etc. are available in the warehouses and **correct analysis** is carried out. Non availability of the requisite equipments and chemicals will not be accepted as an excuse for not maintaining the grain analysis record. The technical officers posted in ROs (SAM(T)/ DM(T) / JM(T) will have to accept full responsibility that all the necessary equipments / chemicals are made available to the warehouses under their control.
3. All foodgrain samples, as per procedures prescribed in the ISO – Manuals, must be preserved for ready reference / purpose at any time as elaborated in WI/TECH/01 failure to follow the instructions can lead to financial claims against the Corporation.
4. Construction defects such as **roof leakages, broken ventilators, floors**, etc leading to quantitative and qualitative losses shall be checked during inspections and the concerned inspecting officer will follow the compliance of such discrepancies at RO/ CC level to ensure that action is taken within a reasonable time.

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- 5 Fortnightly technical inspection needs to be strengthened at the warehouse level. Actual condition of the stocks must be recorded. **Technical inspections** of the warehouses need to be carried out at RO level strictly as per the schedule and to ensure that quality control operations are attended without fail in all the warehouses
6. The stacks once broken must be completely liquidated before going to another stack of the same depositor. **Loss and gain reports** to be monitored and submitted as per guidelines of WW/TECH/07 & F/TECH/07.
- 7 Food grain stocks cannot be stored for indefinite period. The depositors be persuaded to lift the stock within shelf life, to avoid qualitative and quantitative losses. However, under unavoidable and compelling circumstances, when stocks are required to be stored for a considerably long period, depositor be prevailed upon to give consent for **turnover** i.e. reshuffling of the stock so that all bags are removed and restacked. The expenditure involved in such an operation shall be borne by the depositor.
- 8 **Sanitation** is an important aspect which is generally overlooked by most of the warehouses. Sanitation inside the godowns as well as outside the godowns needs to be given special attention by the visiting officers. Proper sanitation in other words is an **approach for pest control**. It is not out of place to mention that proper sanitation can help in **minimizing the chemical consumption** for pest control. The inspecting officers must, therefore, pay special attention to this aspect during their visit to the warehouses.

The above steps be implemented scrupulously in all warehouses.

Yours faithfully,


(I.C. CHADDA)
Manager (Tech)

CC to :-

All JM(T's) / DM (T's) / SAM(T's), CWC, RO, / CO for necessary compliance.