

**Document Title**

PROCEDURE FOR ISSUE OF STOCKS

IN COLD STORAGE

Document Number: P/CD/CS/02**Prepared by**

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Distribution

Designation
All CWC Employees (Through HRMS)

Issue No	Issue Date	Revision No	Revision Date
01	02-06-2023	00	--

**1. Purpose**

Issue of Stock in Cold Storage.

2. Responsibility

Warehouse/ Cold storage Manager

3. Abbreviations and Definitions

S. No.	Abbreviation/ Terminology	Expansion/ Definition
1	DO/RO	Delivery Order/ Release Order

4. Input

S. No.	Input Description	Source
1	Delivery Order/ Release Order	Depositor
2.	Empty Vehicles	Depositor

5. Process Activities

S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
5.1	Delivery Order Submission	Submission of the Delivery Order in the prescribed format alongwith Original Warehouse Receipt/ Acknowledgement by depositor/agent.	Office Assistant/ Godown/Cold storage Incharge	F/CD/16
5.2	Verification of Documents	a) The signature of the depositor/ agent as made in the Delivery Order shall be verified with Specimen signature card/ through OTP authentication. b) Warehouse Receipt/ ENWR shall be verified with WDRA repositories to ensure	Warehouse Manager	F/CD/09 F/CD/10

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S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
		the clearance of bank lien, if any, and make necessary entries.		
5.3	Collection of charges	Storage, insurance and other charges as per the applicable tariff in force shall be collected and receipt shall be issued	Cashier	
5.4	Delivery Advice to Godown Incharge	(a) On ensuring payment of all the dues, instructions shall be issued to Godown Incharge to deliver the stock as per the details in the Delivery Order as per system. (b) The package meant for the delivery as per particulars contained in the delivery order shall be tallied with those on the stack/ stock card and the packages. (c) FIFO shall be followed at the time delivery and stock shall be delivered before the "use-by/Expiry" date. (d) At the time of delivery, quality of the stock shall be checked as per specifications defined by Technical Div. (e) The acknowledgement for having received the article/package in good condition shall be obtained from the depositor or his authorized representative in the appropriate column in the delivery order.	Warehouse Manager/ Authorized Representative	F/CD/16
5.5	Entry of empty vehicle	The empty vehicle shall be permitted to enter the gate and recording the relevant details of vehicle in the Gate Register/ WMS.	Gate In-charge	

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**CENTRAL WAREHOUSING CORPORATION**

S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
5.6	Weighment & Placement of empty vehicle & loading	Empty vehicle shall be weighed(if required on ELWB) & placed at the loading point and stock shall be loaded on the vehicle as per the endorsement of the Delivery Order and record should be updated in WMS/documents.	ELWB Incharge/Godown Incharge/ Godown Assistant	F/CD/17
5.7	Preparation of Gate Pass	After loading of vehicle, a Gate Pass shall be issued in Triplicate.	Godown Incharge/ Godown Assistant	F/CD/17
5.8	Exit of loaded Vehicle	1. If required, weighment of loaded vehicle shall be done before exit and details will be recorded in relevant Registers. 2. Second copy of the gate pass would be handed over at the gate on the strength of which exit of vehicle would be permitted. Relevant entries would be made in the Gate Register/ WMS.	ELWB Incharge/Gate Incharge	F/CD/02
5.9	Entries in Godown Records	All the necessary entries shall be made in WMS w.r.t. issuance of stock for delivery as per the delivery order.	Godown Incharge/ Godown Assistant	F/CD/07 F/TECH/16 F/TECH/17 F/CD/08 F/CD/16
5.10	Entries in Office records	a)On the receipt of the delivery order with entire details of transactions, the Warehouse receipt/ Acknowledgement	Office Assistant	F/CD/11

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S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
		<p>copies available in the office/ WMS shall be updated.</p> <p>b) In case, the stocks covered under a particular Warehouse receipt/ Acknowledgement, are completely delivered, both the copies of Warehouse Receipt/ Acknowledgement would be marked "Cancelled" and an entry to this effect will be made in Warehouse Receipt/ Acknowledgement issued and cancelled register (all entries in WMS).</p> <p>c) Relevant entries shall be made in WMS for all the transactions to have proper reporting and maintenance of records.</p>		F/CD/06 F/CD/12 F/CD/13 F/CD/14

6. Process Output

S. No.	Output Description	User
1	Issue of stock	Depositor
2	Gate Pass	Depositor

7. Metrics

S. No.	Critical Success Factor	Targets
1	Quality/Quantity	As per Norms fixed by Technical Division

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**8. References**

S. No.	Input Description	Source
1	Procedure for Issue of Stock in General Warehouse	P/CD/02

9. Records

S. 3o.	Name of Record	Location / Path	Custodian	Retention period
1	Depositor Specimen signature Card	Main Office WH	Office Incharge	Two years from the date of final delivery/cancellation of WR/ACK
2	Gate Register	Gate Complex	Gate Incharge	Two years from the date of final delivery of the Stock
3	Insurance Register	WMS	Godown keeper	Three Years
4	Stackwise Register	WMS	Godown Keeper	Two years from the date of final delivery of the stocks
5	Stack Card	WMS	Tech/Godown Incharge	-do-
6	Daily Transaction Diary	WMS	Godown Incharge	-do-
7	Acknowledgement	WMS	Office Incharge	Two years from date of cancellation of all the WRs/Acknowledges entered in the book
8	WR/ Acknowledgement Issued & cancelled Register	WMS	Office Incharge	Two years from date of cancellation of all the WRs/acknowledges entered in the particular register

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**CENTRAL WAREHOUSING CORPORATION**

9	Stock Register	WMS	Office Incharge	Two years from the date of final delivery of the stocks
10	Storage loss/ damage Report	WMS	Technical incharge	-do-
11	Depositor's Ledger	WMS	Office Incharge	-do-
12	Delivery Order	WMS	Godown Incharge/ WHM	-do-
13	Gate Pass	WMS	Godown Incharge/Gate Keeper	-do-

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