

CENTRAL WAREHOUSING CORPORATION



PROCEDURE, ROLE & RESPONSIBILITY FOR VALUE ADDED SERVICES

(i.e. GRADING/ SORTING/ CLEANING)

Document No.: P/CD/VAS/01

Prepared by

Name	Designation	Signature& Stamp
Sandeep Raikwal	SIO (Comm.)	

Reviewed by

Name	Designation	Signature& Stamp
Naveen Kumar	DGM (Comm.)	

Approved by

Name	Designation	Signature & Stamp
R K Bansal	GGM (Commercial)	

Issued by

Name	Designation	Signature & Stamp
Rajiv Vinayak	GM (QS)	

Distribution

Name	Designation	Signature & Stamp
All CWC Employees (Through HRMS)		

Issue No	Issue Date	Revision No	Revision Date
01		00	--

CENTRAL WAREHOUSING CORPORATION

1. PURPOSE

Procedure for providing Grading/ Sorting/ Cleaning of foodgrains/pulses services at Warehouse.

2. RESPONSIBILITY

Warehouse Manager/Technical Incharge/Unit Incharge/ Gate Incharge

3. ABBREVIATION AND DEFINITION

<i>Sl. No.</i>	<i>Abbreviation/Terminology</i>	<i>Expansion/Definition</i>
1.	LWB	Lorry Weighbridge

4. INPUT

Sr. No.	Input Description	Source
1.	Stock	Stock Owner/ Depositor
2.	Vehicle	Stock Owner/ Depositor

5. PROCESS ACTIVITIES

<i>Sl. No.</i>	<i>Activity Title</i>	<i>Activities with preferred sequence</i>	<i>Responsibility</i>
5.1	Arrival of stock	Entry of vehicle inside gate will be allowed by Gate Incharge after making entry in Gate Register.	Gate Incharge
5.2	Weighment of Stock	Stock shall be weighed on weighing equipment. Necessary entries shall be made in Lorry Weighbridge Register.	LWB Incharge
5.3	Unloading of Stock	Stock shall be unloaded at defined processing area. Empty vehicle shall be weighed for Tare weight and recorded in the Lorry Weighbridge Register.	Unit Incharge/ Technical Incharge/ LWB Incharge
5.4	Documentation	Details of Trader/Farmer, quality, variety of stock, quantity parameters etc will be noted in the VAS Register maintained separately for the VAS services duly signed by farmer/trader.	Unit Incharge/ Technical Incharge/ Warehouse Manager

Not for use or disclosure outside CWC, Except under prior written agreement. This is controlled electronically and any hard copy should be considered as uncontrolled except stamped as "Master Copy"

<i>Prepared by</i> Sandeep Raikwal SIO (Comm.)	<i>Reviewed by</i> Sh. Naveen Kumar DGM (Comm.)	<i>Approved by</i> Sh. R. K. Bansal GGM(Commercial)	<i>Issued by</i> Sh. Rajeev Vinayak GM(QS)	Issue No. 1 Date of Issue:- 10.04.2023 Page 2 of 3
---	--	--	---	---

5.5	Raising of Bill/Payment**	The bill will be raised and complete tariff will be collected from the stock owner/ depositors for Net weight of stock for Processing/Grading/Sorting/Stitching/Loading-Unloading/packaging etc as per approved tariff. Upon receipt of charges, CR/Invoice shall be issued and such stocks are prioritized for processing.	Unit/ Godown Incharge
5.6	Processing of stocks	After realization of CWC dues, the stocks are subjected to required processing activity.	Unit/ Godown Incharge
5.7	Packaging of processed foodgrain	After completion of processing, the output stock (graded/ sorted/ cleaned stock) will be filled in the bags. Bags shall be stitched by Bag closing machine.	Unit/Godown Incharge/ Technical Incharge
5.8	Loading of Foodgrain	Graded/ Sorted/ Cleaned stock shall be loaded in the vehicle.	Unit/Godown Incharge
5.9	Passing out the vehicle	A separate gate pass/delivery challan will be issued for Gate out of processed stock and details will be entered in Gate register.	Gate Incharge/ Unit/Godown Incharge

6.	PROCESS OUTPUT	
S.No.	Output Description	User
1	Grading of Stock	Stock Owner/ Depositor
2	Gate Pass	Stock Owner/ Depositor

7.	METRICS	
S.No.	Critical Success Factor	Targets
1.	Timely processing	Stock Owner/ Depositor Satisfaction
2.	Availability of Labour	Timely starting and closing of operation

8.	RECORDS			
Sr. No.	Name of Record	Location/ Path	Custodian	Retention Period
1.	Gate Register	Gate Complex	Gate Incharge	Three Years
2.	LWB Register	LWB Complex	LWB Incharge	-do-
3.	Processing Register	Processing Complex	Unit Incharge	-do-
4.	Gate Pass	Processing/ Gate Complex	Unit Incharge/ Gate Incharge	-do-

Not for use or disclosure outside CWC, Except under prior written agreement. This is controlled electronically and any hard copy should be considered as uncontrolled except stamped as "Master Copy"

Prepared by Sandeep Raikwal SIO (Comm.)	Reviewed by Sh. Naveen Kumar DGM (Comm.)	Approved by Sh. R. K. Bansal GGM(Commercial)	Issued by Sh. Rajeev Vinayak GM(QS)	Issue No. 1 Date of Issue:- 10.04.2023 Page 3 of 3
--	---	---	--	---