



## केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

### CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण - Warehousing for Everyone

No.CWC/INSP DIV/reports/2021-22

Dated: 03-02-2022

Regional Manager

Central Warehousing Corporation

Ahmedabad / Bangalore / Bhopal / Chennai / Chandigarh / Delhi / Hyderabad / Jaipur / Guwahati / Kochi / Kolkata / Lucknow / Mumbai / Patna

#### Sub: - Discrepancy note prepared by Inspection Officers during General Inspections ...Reg

Apropos subject above and analysis of processed Inspection E-Files received from Regional Offices, it is observed that rectifications and corrective actions are getting delayed. In order to streamline the discrepancy, note format and fast track the resolution/disposal of discrepancies a format of Discrepancy Note is prepared as below: -

Pertain to Section/ Division	Detailed Discrepancy	Analysis of Impact/risk associated	Proposed Action to be taken	Action for rectification to be taken by	Tentative date of disposal	IO's views/ suggestions for Improvement

Details of Discrepancies observed and resolved on the spot during Inspection:

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**All IOs should ensure that the Discrepancy Note is prepared in the above format only and all aspects pertaining to Business, Tech., Finance, Engineering, Personnel etc. are covered properly. The above format should be shared with all the IOs for strict compliance. **Special Note, General Inspection format and related Annexures should be prepared as per the existing procedure & work instructions.****

Further, in order to ensure early disposal of discrepancies, all RMs are directed to ensure that pending discrepancies pointed out in General Inspection reports submitted by IOs are discussed in a monthly meeting with Section Heads at Regional Offices so that discrepancies are resolved in a time bound manner.

**This exercise has to be positively carried out every month, for the Warehouses Inspected in the previous month and matters requiring immediate attention. Copy of minutes of meeting should be shared with this office.**

This is for information and necessary action please.

**DGM (Inspection)**

#### Copy to:

1. All HoDs for information and necessary action please.
2. PS to MD/ Director (M&CP)/ Director (Pers.)/Director (Fin.) - for information please