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Azadi Ka  
Amrit Mahotsav



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/Corrsp/2022-23

Dated: 27-04-2022

Regional Manager

Central Warehousing Corporation

Regional Office,

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

**Sub: - Proper vigil while carrying out General/Technical Inspections of Warehouses ...reg**

Apropos cited subject, it has been noticed that some warehouses are not maintaining records as per the laid down procedure leading to multiple procedural lapses and thereby leaving a scope for manipulation. Important records like Gunny register, Chemical Register, Gate register, LWB register etc are not being properly maintained at some Warehouses. Physical verification of Stock and Technical dead-stock/consumables is also not being done properly. Further, irregularity in stack size and issue priority/FIFO violation has been observed on multiple occasions. This office has time and again advised all the Regional Offices to direct their field units for maintaining all records, registers, WMS and DOS on real-time basis. This has to be properly checked and reported during Inspections.

Further, it is observed that Regional Offices are failing to get the ATR from Warehouses within the prescribed time limit of 10 days, which further leads to delay in submitting the processed Inspection E-Files (as per the procedure defined) by Regional Offices, which is to be submitted to this office within **20 days after completion of Inspection**. In some cases, there is undue delay by Inspecting Officers in submitting the advance copy of Inspection Reports, which is to be scanned and submitted to CO/RO on the last date of Inspection itself. **All this is violation of ISO document P/INSP/01.**

In the recent past, instances of adjustment of Transit Losses, Non-declaration/Suppression of Storage Losses, pilferages, Improper stock accounting, fictitious Gunny addition etc have been observed at some centres like Bargarh (Odisha), Moga-II(Punjab), Gulbarga-II(Karnataka) and most recently at Kharagpur (WB) which have not only led to financial losses due to bag shortages, but has also tarnished the image of the Corporation. Sadly, Inspecting Officers have not critically analysed these issues during Inspections, which is a clear case of dereliction of duty. **Had these cases been properly verified, analysed and investigated during the course of Inspection, these misappropriations would have been avoided.**

Inspection timelines should be strictly adhered to and chronic/critical centres should be identified for special squad inspection at RO level. All the anomalies should be carefully analysed/properly reported in the inspection reports and **on-the-spot corrections should be done as far as possible.**

**HOD (PCS, Tech. & Insp.)**

**Copy to:**

1. All HoD, CWC, CO with request to take timely action on the discrepancies communicated by the Inspection Division
2. PS to Managing Director /Director(M&CP)/ Director (Personnel)/Director (Fin) for information please