

GOVERNMENT OF WEST BENGAL  
FOOD AND SUPPLIES DEPARTMENT  
11A, MIRZA GHALIB STREET, KOLKATA-700087

Nabendu Kumar  
for record &  
reference

No 2713 FS/P/Seett/GE&EM/4M-46/2015

Dated : 29.08.2017

In order to bridge the shortfall between existing storage capacity and required storage capacity of food grains in various districts of the State and better management of godowns, it was decided by the Deptt. of Food & Supplies in a meeting held on 07.11.2015 that West Bengal State Warehousing Corporation (WBSWC) would hire suitable godowns from private godown owners and would take care of management of those private godowns. Since then a considerable number of private godowns have already been hired by WBSWC in different districts, on the basis of recommendations of the Director, D.D.P.&S and those private godowns have already been offered by WBSWC to respective District Controllers for utilisation of the same for procurement purposes. However, considering the need for setting out all necessary aspects of hiring and management of private godowns by WBSWC, the Governor has been pleased to order that godowns of private godown owners shall henceforth be hired and managed by WBSWC and shall be utilised by the District Controllers in strict compliance of the following procedures and conditions :

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**A) HIRING OF PRIVATE GODOWNS :**

- i) The Director, D.D.P.&S shall inform the WBSWC of location-wise quantum of required storage capacity in the districts where hiring of private godowns is essential.
  - 1) On receipt of such information from the Director, D.D.P.&S, WBSWC will float advertisement seeking application from bonafide private godown owners willing to let out their godown to WBSWC at targeted locations. The following conditions must be mentioned in the advertisement, amongst others, that hiring of godowns having less than 1,000 M.T storage capacity, godowns located within the boundary of rice-mill/flour mill, godowns offered by rice mill /flower mill owners, godown offered on sub-let basis, godowns not storage-worthy/fit for storage of food grains and godowns with plinth height less than High Flood Level (HFL) shall not be considered.
  - 2) Godown rent shall be paid to the godown owner at the rate of rent as claimed by him/her if such rate of rent is lower than the fair rent assessed by the L.A. Collector of the concerned district. If, however, godown rent as claimed by the godown owner is higher than the fair rent assessed by the L.A. Collector, then the rent as assessed fair by the L.A. Collector shall be paid.
  - 3) If the number of eligible applicants for a particular location are more than one, the godown shall be hired from the applicant claiming the lowest rate of godown rent.
- ii) Applications received from private godown owners shall be forwarded by WBSWC to respective District Controllers through the Director, D.D.P.&S. The District Controllers along with competent officials of the WBSWC will, in turn, cause spot inspection of the offered godown and send suitability report of the offered godowns to the Director, D.D.P.&S, with the specific opinion/recommendation for hiring/not hiring of the godown.

West Bengal State Warehousing Corporation  
G.O. No. 5715 Date 21/8/17  
Authorized to  
Authorized

Managing Director / Secretary

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- 1) CE
- 2) A.O.
- 3) Mgr. RIDF
- 4) AD (BC)
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- iii) The Director, D.D.P&S, after receipt of inspection reports from the concerned District Controllers, will send the case records, with his views, to the M.D., W.B.S.W.C for hiring of the godown.
- iv) Only after the Director, D.D.P.&S, sends any note of recommendation, the M.D, WBSWC, would hire the godown, subject to fulfilment of the conditions, and execute an agreement with the private godown owner. The agreement shall normally be for a period not exceeding one year and besides other terms and conditions it should be spelt out clearly in the agreement that godown rent will be paid from the date of actual taking over possession of the godown by WBSWC and that the godown may be de-hired at any time by serving of one-month's de-hiring notice to the godown owner by the WBSWC.

#### **(B) MANAGEMENT OF PRIVATE GODOWNS:**

- (i) After hiring of private godown, WBSWC shall offer the same to the District Controller concerned for utilisation of the godown for procurement & PDS operation.
- (ii) On receiving of offer letter from WBSWC for utilisation of a private godown, the District Controller, Food & Supplies Department, concerned shall arrange posting of an Inspector/Sub-Inspector, as the Godown in-Charge, and an Inspector/Sub-Inspector well conversant in quality control treatment of stocks, as the Quality Control Inspector for the hired private godown in question.
- (ii) WBSWC shall engage security guards and helpers from agencies for surveillance and effective management of the godown.
- (iii) Taking all necessary measures for storage, preservation and quality control of procured stocks of food grains stored in the private godown in question shall be the responsibility of WBSWC. WBSWC shall provide all necessary quality control equipments and arrange fumigation cover.
- (iv) Arrangement for supply of required office equipments, dunnage materials, etc. shall be the responsibility of WBSWC.
- (v) Making Payment of electricity charges, insurance cost of procured stocks, etc. shall be the responsibility of WBSWC.
- (vi) Making payment of godown rent at the rate as claimed by the godown owner or at fair rent as assessed by the L.A.Collector of the concerned district, whichever is less, shall be the responsibility of WBSWC.
- (vii) While utilising the godown, the District Controllers must ensure that available storage capacity of the godown is utilised as much as possible and FIFO (First In First Out) system is followed properly.
- (viii) WBSWC would engage H&T contractors at these godowns for which WBSWC will get reimbursement of the costs of standard Handling Charges together with 15% supervision charges, as applicable to CWC.



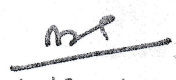
**(C) DE-HIRING OF PRIVATE GODOWNS:**

In order to prevent wasteful/ avoidable expenditure, needless retention of a hired private godown shall be avoided and all District Controllers must request WBSWC to take steps for de-hiring of a hired private godown if the same is not required any more for procurement operation or if the condition of a godown becomes unfit for proper storage of food grains. On being informed by the DCF&Ss, WBSWC, will issue a one-month's de-hiring notice to the godown owner and would de-hire the godown after expiry of the one month's period forthwith.

**(D) STORAGE CHARGES ADMISSIBLE TO WBSWC:**

- (i) For each of the private godowns, hired and managed by them, WBSWC shall be entitled to claim storage charges at par with CWC storage charges. Claim bills in this regard will be raised by them with the concerned District Controller on a monthly basis for processing and the same will be sent by the DCF&S to the Director, Directorate of Finance, F&S Deptt, who in turn will take steps for remitting the admissible storage charges to WBSWC.
- (ii) WBSWC will also be entitled to claim storage charges at par with CWC storage charges in respect of all those private godowns that have been hired and offered by them to respective District Controllers since November 2015.

This order will take an immediate effect.

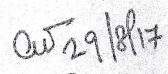
  
Principal Secretary  
to the Govt. of West Bengal

No 2713/1(24)FS/P/Secdt/GE&EM/4M-46/2015

Dated : 29.08.2017

Copy forwarded for information and taking necessary action to:

- 1) The Director, Directorate of D.D.P.&S.,  
Food & Supplies Department.
- ✓ 2) The Managing Director, West Bengal State Warehousing Corporation  
11 A Mirza Ghalib Street, Kolkata-87.
- 3) The Director, Directorate of Storage,  
Food & Supplies Department.
- 4) The Director, Directorate of Finance,  
Food & Supplies Department.
- 5-23) All District Controllers, Food & Supplies Department.
- 24) Guard File.

  
Deputy Secretary  
to the Govt. of West Bengal

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