

**MINUTES OF THE REVIEW MEETING HELD IN THE CHAMBER OF  
THE MANAGING DIRECTOR WBSWC ON 18.10.2017 at 2.00 pm.**

Nabendu Kumar.  
Please take n/a on  
the matters relevant  
to Comm. sec. h.  
03.11.17.

The Meeting started at sharp 2 PM in the Chamber of the Managing Director, WBSWC. All Officers under the Corporation viz. Secy./C.E./S.E./A.S./S.O./C.M./A.O./Ad.O./A.D.(I&II)/Manager(RIDF)/ZO(E) along with other officers of Engineering wing were present in the meeting.

The Managing Director, WBSWC presided over the programme and started agenda-wise discussions after a small introductory speech with welcome note.

**Agenda-I** : "Business performance, review-format already developed as per MPR. Whether the format needs any change in keeping with all various operations"

The matter was discussed in detail with special emphasis on the format previously used and its development during last couple of months, report in this regard sent to CWC, information receipt system from field level, its compilation, time taken for the process, normal difficulties faced in this regard very commonly etc. The matters like a difference between Bank Balance & Actual Balance of stock of some RIDF godowns, non receipt of Income/Expenditure statement from some units, matter of lease rent etc. were also discussed in a thorough and threadbare manner.

**Resolution** :

- a. A letter to be sent to the Department to remove the discrepancy of Book Balance & Physical Balance of stocks of some RIDF godowns.
- b. Formats to be redesigned & resubmitted by Sri P.Saha, AD (Mktg) in file, separately.
- c. Given that there is a problem of non-receipt of MPR and other details from RIDF godowns, a fresh format and circular may be issued to all such RIDF godown supervisors. Further, Google Sheets may be designed so that data can be filled at the godown level itself.

**Agenda-2** : “Realisation and dues – Dept./Organisation wise details.

The matter was placed by the Accounts Officer in detail and the steps already adopted in this regard during last one & half year. Very recently a format has been designed by Accounts & Commercial wing jointly which was placed before the MD SWC, at the meeting. After a thorough discussion in this regard, it was resolved that –

- a. A Google Sheet will be introduced under guidance & supervision of Sri P.Saha, A.D.(Mktg), SWC.
- b. Availability/Installation of any kind of network is to be ensured for each and every warehouse/RIDF godown. Most of the communications to be made online.
- c. Separate outstanding details for RIDF godowns and other than RIDF godowns (all food business) to be placed in file by Accounts section so that the matter will be take up with the Dept. (F&S). The Accounts Officer may highlight the big Govt. debtors and its age wise analysis.
- d. The MD, SWC, will taken up the matter of outstanding dues of the Dept.(F&S) with the D.F. (Dept. of F&S), Govt. of WB.
- e. The matter of lease rent of RIDF godowns to be placed in file separately by the Manager (RIDF), WBSWC.
- f. The matter of outstanding dues regarding Customs bonded stock will be placed by the Assistant Secretary separately.
- g. The realizations due from various Govt. and non-Govt. depositors shall be compiled and placed by AO.

**Agenda : 3** : “Loss making godowns - analysis & whether to retain them”.

The matter was discussed in detail as case to case basis with backgrounds, locational natures of each, logistic and other service related issues, problems of repair & maintenance works, litigation with the Landlords etc. Asstt.Secretary, WBSWC added his valuable comments and observations in this regard, individually on each of the Sibpur, Paharpur, Beliaghata, Dakshindari, Naskarpara, Taratala-I & Tollygunj warehouses separately. The matter of minimum 80% space utilization in case of PEG godowns, to claim full storage charges from FCI was also discussed in detail in the meeting. The Manager (RIDF), WBSWC was entrusted separately to deal with the matter in file. Besides, resolved that :



- a. A separate study regarding Kaliaganj Warehouse is to be put up by Sri P. Saha, A.D.(Mktg) separately. As it is an own constructed godown special drives are to be opted for its revival etc.
- b. Naskarpara & Dakshindari Warehouses may be dehiired. Since there are some specific problems regarding Customs goods in case of Paharpur Warehouse the matter of Dakshindari & Naskarpara may be taken up immediately.
- c. Internal Calendar etc. for business operation/future planning for space may be introduced in coming future, if possible.
- d. For non food godowns – Format and supervision by higher cadre officers, time to time study of utilization status etc. may be planned and developed.
- e. A specific decision is to be taken regarding actual occupancy business - if it is found that the system is a cause of financial loss, the system should be abolished. It is to be ascertained as to what system is followed by private godown owners. How the outstanding amounts are realised and non-moving stocks are disposed of in case of private players.
- f. Bill raising status of non-moving stock to be placed within 06.11.2017 separately in file by A.O.
- g. The matter of Beliaghata warehouse to be decided later on. The Engineering wing will be asked to submit a detailed report in this regard within 10 days with estimate of the full godown as well as the office area.
- h. Agenda for BOD Meeting – Hiring/Dehiring/Rental setting etc. as operational matter may be decided by the SWC, and such matters need not go to the BoD time and again.
- i. Regarding repair maintenance of godowns Sealdah –some process is to be followed as followed by Disaster Management Department for repair & maintenance works. The Engineering wing shall give an estimate for cleaning the Sealdah Warehouse premises for better utilization of open space at Sealdah Warehouse. Further, the Engineering Cell shall visit the Guest House in the Warehouse

complex and give an estimate of its repair/renovation within 10 days.

**Agenda-4** : "Discussion on godown taken on old/below market rate rent/lease".

The Asst.Secy., WBSWC enlightened in this regard separately for all godowns with special emphasis on Sibpur, Paharpur, Tollygung, Taratala-I warehouses. The Assistant Secretary will furnish a report regarding status of litigation and the problems associated with above warehouses.

**Resolved that** :

- a. The details may be discussed later on on a separate file.
- b. Letter to Official Liquidator for repair & maintenance works as done by DDM (Govt. of WB) may be done.
- c. Total estimate for Beliaghata warehouse repairing works within 10 days to be taken by Engg. Wing.

**Agenda-5** : "Status of dunnage & other essentials for godowns – Regular supply of various items for godowns – setting up of automatic reminders."

The matter of supply of polythene sheets, its procurement through selected agency was discussed in details. The matter of e-tendering for procuring QC equipments and consumables was also discussed in details. The tender cannot be matured even after repeated tendering due to lack of requisite number of bidders. Afterwards, it was resolved that –

- a. To open & finalise the matter of tender of Q.C. equipments within one week.
- b. A meeting may be arranged with the vendors and MD, WBSWC.

**Agenda-6** : " Insurance Management –auto reminders fresh contracts should be done in time so that there is no lapsing"



Present process of insurance management process its renewal, inclusion of new godowns, implementation of over and above value etc. was discussed in details and it was resolved that -

- a. A Google Sheet – to be developed containing the fields like name of unit, name of Co., Value of stock, value of fixed assets, date of renewal, minimum insured value of stock etc.

**Agenda -7** : “Status of ATR on last Board of Directors Meeting held on 25/1/17”

A point wise statement was submitted by the Zonal Officer (Estab) as per resolutions of last Board of Directors Meeting (267<sup>th</sup>). Some matters like report of Directorate of Statistics (Food & Supplies Department), matter of separating food & non food businesses etc. was discussed in details and resolved that –

- a. The file of Board of Directors Meeting will be resubmitted to the Chairman, WBSWC with the replies of the queries, raised by the Chairman, WBSWC.

**Agenda -8** : “ Status of Various financial statements and documentations”

The Accounts Officer, WBSWC elucidate in detail about the process of CAG Audit, Statutory Audit, Supplementary Audit, Signing of audit report by authorised Board members followed by Board of Directors Meeting, AGM etc. Present status of finalization of accounts etc. of the Corporation was also reported in the meeting . It was resolved that –

- a. A separate file to be submitted by the Accounts Officer indicating the whole process (step by step) of finalization of accounts of a financial year to A.G.M. for the same year.
- b. A separate file on GST implementation status of the Corporation – to be submitted by the Accounts Officer, WBSWC.

**Agenda -9** : “Discussion on implementation of GST – any outstanding issue”.

It is found that there is no such outstanding issue regarding GST; however, proper manpower with requisite training on GST with respect to preparation of storage charges bills are required at Head Office level. Additional manpower on temporary basis may be taken if required, upon requisition from AO.

**Agenda -10** : “Construction / repair – renovation of various sites ”.

Discussed in separate session.

**Agenda -11**: “Recruitment of manpower for Engineering Wing and Administration ”

The matter was to be discussed on 24/10/2017 (Notice already issued)

**Agenda -12** : “Miscellaneous – if any”

After miscellaneous discussions in different issues and cases resolved that-

- a. Report of Statistical Officer (Dept. of Food & Supplies) to be placed before the Managing Director, WBSWC.
- b. Circular on e-mail id's of warehouses to be placed before the Managing Director, WBSWC.
- c. A note on current status and Market Demand of proposed Salt Lake Building – to be submitted by Assistant Secretary in file.
- d. Regular Review Meeting will be held on 1<sup>st</sup> Wednesday of every month, or next working day (in case of holiday).

### **2<sup>nd</sup> Session**

#### **Reg : Agenda 10**

Detail Discussions regarding ongoing construction projects and repair maintenance works in SWC own godowns and private godowns were held. The S.E. made the following submissions:

- i. S.E. submitted a detail list regarding surrender of fund during Financial Year 2017-18.
- ii. The additional ancillary works entrusted to Mackintosh Burn Ltd. in 5 RIDF godowns viz. Deganga , Habra, Kandi, Bharatpur and Khargram is expected to be completed by November 2017.
- iii. Regarding Additional works in 20 RIDF godowns, the works at Haripur, Basirhat –I will be completed by November 2017. Except Patrasayer, all the works in 17 other RIDF godowns have already been completed.
- iv. Regarding the irregularities detected so far construction of approach road at Bankura Sadar RIDF, the agency has been asked to refund the



amount of payment already received by him apart from penal action taken against him.

v. PWD has started renovation works in 23 godowns at Cossipore GFD.

vi. The Managing Director directed to place the matter of requisition of additional fund by PWD construction of approach road at newly constructed Garbeta Godown under RKVY programme separately in order to take over the godown by SWC. The Managing Director also directed to the Engineering Cell to take up the matter of taking over the RKVY godown at Kaliaganj and Balurghat by addressing problems if any.

vii. The S.E. appraised the status of repair maintenance of 11 SWC owned godowns. In case of Malda Warehouse, the tender process was not finalised. The S.E. also appraised the status of 40% work process in case of construction of 20000 M.T. (4x5000) PEG godown at Haldia.

ix. As requested by the C.E., the Managing Director directed that with respect to the approval of Govt. for recruitment of two (2) Junior Engineers (Electrical) and viewing the urgency of situation one post of JE (Electrical) is to be converted to J.E. (Civil) and as such two J.E. (Civil) are to be engaged as early as possible for smooth functioning of Engineering Cell.

x. The matter of requirement of office assistants at Head Office including Engineering Cell is to be ascertained.

xi. As requested by the Engineering Cell, computers with printers are to be provided to the S.E., Two Executive Engineers and one Assistant Engineer (Electrical).

xii. Further viewing the work load, the present 2 Junior Engineers (Civil) engaged on contractual basis, the telephone expenses incurred by them on official purpose not exceeding Rs.150/- per month may be reimbursed by the Corporation till further order on production of proper bill only.

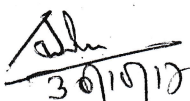
The meeting ended with a vote of thanks to and from the Chair.



**Managing Director**

Copy forwarded for information to :

1. The Chief Engineer, WBSWC
2. The Supdt. Engineer, WBSWC
3. The Accounts Officer, WBSWC
4. The Executive Engineers, WBSWC
5. The Manager RIDF, WBSWC
- ✓ 6. The Asstt Secretary/Storage Officer/Comm Manager/Audit  
Officer/Asstt.Director-I &II
7. The A.E. (Elec.)/ SAE(s),WBSWC
8. The P.A. to M.D.

  
30/10/17  
**Secretary**