

MINUTES OF THE REVIEW MEETING HELD IN THE CHAMBER OF THE MANAGING DIRECTOR, WBSWC ON 08.11.2017 AT 2.00 PM.

The meeting started at sharp 2.00 PM in the Chamber of the Managing Director WBSWC. All Officers under the Corporation viz. A.O./C.E./S.E./A.S./C.M./Ad.O./A.D.(I&II)/Manager(RIDF)/Z.O(E) along with other officers of Engineering wing were present in the Meeting. The Secretary, WBSWC was on leave and the S.O., WBSWC was on official tour.

The Managing Director, WBSWC presided over the programme and started agenda-wise discussions and follow up actions already adopted in respect of previous meeting. It was instructed by the Managing Director that from the next Meeting only the C.E. & S.E. will represent the Engineering wing.

Agenda No.-I

The status of Business Performance Review format etc. was discussed in details with its various pros and cons. The A.D., Marketing WBSWC, enlightened the detailed planning of the whole process in three different levels and the associated merits and demerits of the same.

- After completion of all necessary infrastructural arrangements and removing the associated limitations/shortcomings etc. the same is expected to be introduced from the MPR of November 2017.
- A letter is to be issued by Establishment wing to all Warehouse In-charges to ensure availability of Computer and as well as broadband connectivity at their units/warehouses/godowns to be acquainted with the system.

Agenda No.2

The matter of realization and dues from different types of Depositors and different ends was discussed separately and in details. The Manager, RIDF was not aware of the bill raising point of the RIDF godowns and raised some very commonly faced problems of non-compliance of routine obligations by the personnel deputed from the end of the respective DCF&S(S). He also recommended to convene/arrange a training programme/meeting with the RIDF In-charges on a regular basis. It was decided that the same would be done in due course.

Regarding private hired food godowns it was informed that all the bills of such godowns are required to be substantiated with necessary agreement/handover report etc. and as well as the stock certificate of the concerned godown for the month concerned.

- The matter of private hired godown's rent will be discussed in future with S.O.
- The Manager RIDF was instructed separately to meet the M.D, WBSWC to discuss some matters of related internet along with arrangement of a training programme.
- The A.O. will submit records of last 3 years both bill-wise and year-wise to assess exact recovery pattern of bills.

- A separate bill-wise and year-wise detail data for F&S department to be prepared by A.O., WBSWC w.e.f. 2004.
- A letter will be issued for all SWC and RIDF godowns to arrange Scanner for their units and at least 20-22 units may be purchased for H.O. and adjacent offices/ godowns centrally within the limit of Rs.1 lakh.
- A counter checking measure should be adopted from H.O. to ensure installation of Computer/Scanner/Broad Band facility etc. at all SWC/RIDF/GFD godowns.
- The matter of E-Samikshya will be discussed with the A.S., WBSWC separately.
- The PA to MD may be entrusted with an amount of at least Rs.5,000/- as advance to meet the day to day expenses.

Agenda No.3

The matter of Loss Making Godowns was discussed in details with all pros and cons. The A.S. enumerate the status of hiring of different hired godowns from the time of hiring starting from the years of mid sixties with time to time change/enhancement of rent etc.

Resolved that –

- The de-hiring proposal for Dakshindari & Naskarpara godowns are to be initiated immediately.
- The proposal for Beliaghata Godown also to be initiated in separate file with repair-maintenance estimates etc. for the office Building/Guest House Building etc.
- The monthly S.O./G.O. Report is also to be prepared/placed in Google Sheet also (Attn: Sri P.Saha, D.D., SWC)
- In principle the Actual Occupancy Business are to be stopped with due approval from the Board.
- To prepare a guideline about G.O. business (whether area/MT basis, minimum unit of space, minimum time period, G.O. and over and above space ratio etc.) a committee is proposed to be formed consisting of members like S.O., Ad.O., A.D. (Marketing) & C.M., SWC. The committee will submit their report before next review meeting (with examples of private sectors).
- The matter of hiring/de-hiring of space under WBSWC will be decided at administrative level (placed as an Agenda at the forthcoming BOD meeting).
- The depositors using the Guest House Building for storage purpose, will be requested to vacate the space under their respective occupation. The Z.O. may arrange alternate godown space if available and the proposal of guest house renovation is hereby cancelled.
- The Sealdah Warehouse premises will be cleaned and cleared to make any additional space, if possible, and estimate for temporary shade may be submitted by Engineering wing at such available space.
- The PEG file regarding the matter of minimum 80% occupancy – to be placed by A.O. (Mktg) separately.

- The copy of last SLC meeting to be obtained from the Department/Director of Storage by Manager, RIDF.

Agenda No.4

The matter was discussed in brief as S.O., WBSWC was on official tour in connection with some Court cases. It is reported that the tender for QC equipments etc. was not matured.

- Re-tender process to be initiated.

Agenda No.5

The matter of "Recruitment of Manpower in WBSWC" was discussed in details with latest developments/steps adopted so far etc. Resolved that –

- Minimum qualification/mode of recruitment etc. to be placed in file.
- A report is to be prepared about foregoing of some approved post in lieu of creating some other new posts.

Managing Director

Memo No: 2321/Estb./A(I)-2/SWC/17-18

Dated: 17.11.2017

Copy Forwarded for information and necessary action to:

- 1) The C.E. W.B.S.W.C.
- 2) The S.E.
- 3) The Accounts Officer
- 4) The Manager R.I.D.F.
- 5) The Asst. Secy./S.O./ C.M./Ad.O./A.D I/A.D II/ Z.O (Estb.)

Secretary