

**MINUTES OF THE REVIEW MEETING HELD IN THE CHAMBER OF
THE MANAGING DIRECTOR WBSWC ON 05.01.2018**

The Meeting started in the Chamber of the Managing Director, WBSWC. All Officers under the Corporation viz. The Secretary, /A.S./S.O./C.M./A.O./Ad.O./A.D.(I&II)/Manager(RIDF)/ZO(E)/Z.O.(A/c) were present in the Meeting. The meeting could not start on time as some of the participants were late in arriving. It was viewed seriously, and it was hoped that future meetings would start on time.

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 a specific agenda notice will be circulated among the officers to make it more effective.

Agenda-I : “Business performance, its format etc.”

The matter of Business Performance Review format etc. was discussed in details. It was mentioned that, the meeting of December-2017 could not be arranged due some unavoidable reasons. The A.D. (Mktg) highlighted the matter of non-availability of some data in connection with RIDF and hired food godowns. But after threadbare discussions it was resolved that, the occupancy percentage of all RIDF and as well as hired food godowns will be considered as 100%. Proposed three tier system of data sending, compilation and finanlization etc. as resolved in the previous meeting was changed to some extent. The middle tier at H.O. was deleted from the proposed route.

The A.D. (Mktg), reported that formula-based Google Sheet format for MPR is almost ready.

The A.D. (Mktg) also assured that, test checking will be started from 15/01/2018 in this regard. October 2017 & November 2017 report is already in preparation stage and will be submitted in paper forms. From the report of December 2017 it will be online.

In this connection it was instructed to prepare a status report from all warehouses and RIDF godowns regarding 1. Availability of Computer and printer 2. Scanner 3. Net Connection 4. weighbridge



Installation and its functioning status. 5. If not functioning, the reasons thereof.

Agenda-2 : "Realisation and dues – Dept./Org."

Regarding the matter of realization of dues from different types of Depositors like Govt, Non-Govt., F&S Dept.(Govt. of W.B.) etc. the Accounts Officer, SWC has assured to submit three separate status report within next one week (as per previous decision).

The matter of E-Samikshya was also discussed in brief and it was decided to be considered separately with the Assistant Secretary.

The counter checking mechanism for ensuring installation of Computer/ Scanner/ Broad Band etc. was emphasized in the meeting. A checklist in this connection was instructed to be prepared.

The S.O. was instructed to make proper communication to the respective offices for assessment of rent of some Pvt. Hired godowns, yet to be assessed. He was asked to put up the details of assessed, and yet to be assessed godowns on file.

In this connection it was also resolved that, three status reports regarding a. Bill Raised b. Rent Paid (c) Realization of Storage charge should be placed at every meeting.

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|------|-------------------------------------|-------------------|
| i. | Bill Raised : a. Pvt. Food Godown - | S.O. & A.D. (S.M) |
| | b. RIDF - | Accounts Section |
| | c. GFD - | -Do- |
| ii. | Rent Paid : @Pvt. Food Godown - | S.O./A.D. (S.M.) |
| iii. | Lease Rent Paid (RIDF) - | Accounts Officer, |
| | SWC | |
| iv. | Storage Charges realized - | Accounts Officer, |
| | SWC | |

Sri Partha Saha , A.D.(Mktg) raised the complicate issues of Jessore Road-I warehouse and requested to allot a separate time to discuss the unique issues of Jessore Road-I.

Agenda : 3 : "Loss making godowns - analysis &"

The matter of loss making godowns, the repair maintenance and other Commercial issues was discussed in detail. It was decided that some issues need separate exclusive.

The de-hiring processes of some godowns are to be initiated immediately. As per the new system approved by the BoD, the MD is competent to hire or de-hire godowns.

The matter of S.O./G.O. report was discussed with its necessity and it was expected that the issue will be sorted out with introduction of google sheet.

Regarding guideline of G.O./S.O.. business (minimum quantum of space, time, principle of O&A space allotment etc.) the committee submitted its initiated report and it was also decided to be considered in a small group.

Issue of renovation of the erstwhile Guesthouse at the Sealdah warehouse is to be taken up separately.

Agenda-4 :

The matter of purchasing QC equipments was discussed in details. Due to repeated failure of e-tendering process in this regard, it was resolved the all equipments will be purchased from WB Agro Industries Ltd.

Miscellaneous :

Besides, some decisions regarding different administrative measures were adopted in the meeting like-

1. A circular will be issued (from Accounts Section) to submit expenditure statement for the GFDs to claim service charge etc. from the Food & Supplies Department.
2. A note to be initiated from (Storage wing) for claiming storage charge of fixed 5,000 MT stock of each RIDF godown, irrespective of monthly physical stock position.

The approval from Department will be sought also in this regard.

3. Attendance Register for Superintendent/ In-charges at H.O. to be re-imposed with immediate effect.
4. Now file to be initiated for online registration in connection with manpower (Estb. Sec)
5. After getting actual picture about space allotment at New Khadya Bhavan a proposal for new future to be initiated (Estb Sec)

6. A separate meeting to be conducted about retaining of S.M. Sq. Office with A.O., A.S., & Secretary, SWC
7. Considering the large storage capacity of the GFDs like Cossipore and Shalimar, two senior officers (of the rank of Z.O.) will be posted.

Engineering Cell

1. S.E. apprised regarding status of the progress of works repair - renovation at different SWC godowns.
2. Managing Director advised the Engineering Wing to prepare a format for measuring development of progress wherein the proposed date of completion given in Award letter is inserted.
3. Work orders of PWD are to be obtained from F&S Dept. where Deptt., granted fund and from PWD where WBSWC released funds.
4. All Work orders etc. also should be communicated to the concerned Warehouse-In-charge.
5. Meeting with Machintosh Burn for non-completion of works allotted at the following sites Deganga, Habra, Kandi, Bharatpur and Khargram. Notice to be issued in the name of Mackintosh Burn Ltd. for slow progress of work allotted with.
6. A D.O. letter to be issued to Bankura Zilla Parishad for the works allotted at Patrasayer RIDF Godown premises.



Managing Director

Memo No. 2754/5(15) Estb/A(I)-2/SWC/17-18 Dated : 08/01/2018

Copy forwarded for information and necessary action to :-

1. The C.E. WBSWC
2. The S.E.
3. The Accounts Officer
4. The Manager RIDF
- ✓ 5. The Asst.Secy/S.O./C.M./Ad.O./A.D-I/A.D.-II/Z.O.(Estb)/z.o.(A/c)



Managing Director