

West Bengal State Warehousing Corporation
(A Government Undertaking)
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Nabenderkar

[Signature]
File
Shondal
14.08.18

Memo No: 08/Estt./A(I)-2/SWC /17-18

Dated : 05.04.2018

NOTICE

This is to inform all concerned that the Monthly meeting will be held at 11 A.M. on Wednesday (11/04/2018) in the Chamber of the Managing Director, WBSWC.

Agenda notes are given below:

1. Storage space and bill etc. reg

- a) H.R. and other related information about the same.
- b) Bill raising status of the Pvt. Hired godowns. Attachment orders of the

SWC

Officers if any with the said godowns if any, to be updated with regular changes.

2. M.P.R. Reg a. Status of compilation of monthly performance reports.

- b. Any complications reg. Obtaining data from any corner etc.

3. Action Taken Report on last B.O.D. Meeting.

4. Dehiring of long term hired godowns. Number of proposals sent so far in files with special emphasis on SWC Naskarpara.

5. Guideline required regarding

- Minimum Quantum of space and time for G.O. and S.O. business.
- Collection of charge against weighbridges etc.
- Role of the SIs attached to RIDF Godowns where Superintendents have already been posted.

- AMC regarding Weighbridges installed at different RIDF/SWC/GFD under management of WBSWC.
- Installation of proposed Biometric attendance system.
- Re-designation of *ad valorem* surcharge as insurance surcharge.

6. Follow up on action required for BoD decisions.

7. Discussion on repairs and new construction.

The meeting will be followed by working lunch.



Managing Director

Memo No: 08/(12)/Estt./A(I)-2/SWC /17-18

Dated : 03.04.2018

Copy forwarded for information to :-

1. Secretary, WBSWC
2. Chief Engineer, WBSWC. He may join the meeting at 1 PM as the issues related to Engg. Wing will be taken up later on.
3. Accounts Officer, WBSWC
4. Assistant Secretary/ Manager RIDF/ S.O./ C.M./Ad.O./ AD-I/AD-II/Zonal Officer (Estab)/Z.O.(Accts). (mutg)



Managing Director