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15.05.18

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Memo No. 381 /Estt./A(1)-2/SWC/18-19

Date : 10.05.2018.

N O T I C E

This is to inform all concerned that the Monthly meeting will be held at 11 AM on Wednesday (16-05-2018) in the Chamber of the Managing Director, WBSWC.

Agenda Notes are given below :-

1. Storage space & Bill etc. regarding

- a) H.R. and other related information about the same.
- b) Bill raising status of the Private 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. regarding

- a) Status of compilation of Monthly Performance Reports.
- b) Any complications reg. obtaining data from any corner etc.

3. Action Taken Report on last BOD Meeting – Steps adopted so-far.

4. Action Taken on previous monthly meeting decisions.

5. De-hiring of Long Term hired godowns.

Number of proposals sent so far in files with special emphasis on SWC Naskarpara (Dakshindari / Taratala-II / Beliaghata).

6. Guideline required regarding –

- Minimum quantum of space and time for G.O. & S.O. business. (with a policy of general storage).
- Collection of charge against weighbridges etc.

- Role of the SIs attached to RIDF godowns where Superintendents have already been posted. (Follow up actions since last meeting).
- AMC regarding Weighbridges installed at different RIDF/SWC/GFD under management of WBSWC.
- Installation of proposed Biometric attendance system.
- Installation of Surveillance systems (at H.O. & field offices).



Managing Director

Memo No. 381/4(12) Estt./A(1)-2/SWC/18-19

Date : 10.05.2018.

Copy forwarded for information to :-

1. Secretary, WBSWC.
2. Chief Engineer, WBSWC.
3. Accounts Officer, WBSWC.
4. Assistant Secretary/Manager RIDF/S.O./Manager(QC)/Audit Officer/AD-I/AD-II/
ZO(Estab)/ZO(A/cs).



Managing Director