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**West Bengal State Warehousing Corporation**

( A Government Undertaking )

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Memo No.2150/Estt./A(1)-2/SWC/18-19

Date : 26.10.2018.

**N O T I C E**

This is to inform all concerned that the Monthly Review meeting will be held at 11.30 AM on Thursday (01-11-2018) in the Chamber of the Managing Director, WBSWC.

Agenda Notes are given below :-

1. Allotment of Section-wise responsibility for Action Taken on 270<sup>th</sup> BOD Meeting held on 28.09.2018.
2. To start the process of Revision of Storage Charges Schedule of WBSWC to be implemented from May, 2019.
3. To discuss the Engagement procedure for both of the posts of Superintendents & Clerks.
4. To initiate the comprehensive proposal for permanent man-power (Superintendent/ Clerk/Group-D etc.) aiming at expansion programme within coming 1-2 years.
5. **Storage space & Bill etc. regarding**  
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.
6. **M.P.R. regarding**  
Any complications reg. obtaining data from any corner etc.
7. To review the new construction works and routine repair & maintenance works.
8. **Miscellaneous, if any.**

Sd/-  
Managing Director

Memo No.2150/1( )/Estt./A(1)-2/SWC/18-19

Date : 26.10.2018.

Copy forwarded for information to :-

1. Secretary, WBSWC.
2. Dy.Director (Food), WBSWC
3. Chief Engineer, WBSWC.
4. Accounts Officer, WBSWC.
5. Superintending Engineer, WBSWC.
6. Executive Engineer (Elec.), WBSWC.
7. Assistant Secretary/S.O./ Audit Officer/AD Proj.)/AD(Comm.)  
ZO(Estab)/ZO(A/cs).

Sd/-  
Secretary