

MINUTES OF THE MONTHLY REVIEWING MEETING HELD IN THE CHAMBER OF THE MANAGING DIRECTOR, WBSWC ON 01.II.2018.

The Meeting started sharp at 11AM in the Chamber of the Managing Director, WBSWC. The Officers under this Corporation viz. Secretary, Accounts Officer, Assistant Secretary, Storage Officer, Audit Officer, Asstt. Director (Project), Asstt. Director (Comml), Manager (HR), Superintending Engineer and Zonal Officer (A/cs) were present in the meeting.

The Managing Director, WBSWC presided over the meeting and initiated the discussion as per Agenda circulated well ahead to all Officer of HO and following decisions have been taken.

Sl. No.	Agenda item	Action to be taken
01.	Allotment of Section-wise responsibility for action taken on 270 th BOD Meeting held on 28.09.2018	Relevant section/wing to take action.
	a. Recovery of outstanding storage charges from Customs authority and disposal of non-moving Customs stock.	As directed by the Hon'ble Chairman, a draft D.O. letter is to be prepared for issuance from the level of the Chief Secretary, Govt. of WB, to the Revenue Secretary, Govt. of India. AS, SWC will take necessary action in this matter
	b. Setting up of a Managerial set up in WBSWC.	As directed by the MD, SWC after approval of the Minutes of the 270 th meeting of BOD, WBSWC will request the F&S department for returning the file for recasting and re-examining the proposal of managerial set up in WBSWC. AS, SWC will take appropriate action in this regard.
	c. Regulation for recruitment to different posts of WBSWC.	Same as above.
	d. To review the matter of Ad-voleram Surcharge on Chemical Fertilizer stocks.	The MD, SWC directed that the relevant committee already constituted in this matter will complete the work by November, 2018 and submit a proposal in the next Monthly Reviewing Meeting of WBSWC.
	e. To consider the matter of Lease renewal of Hide Road Warehouse.	WBSWC preferred an Appeal along with Stay Application against the

			Eviction Order passed by the Estate Officer, KoPT and the matter is sub judice.
		f. To consider the proposal of enhancement of Salary of Contractual Superintendents.	As approved by the Govt. WBSWC enhanced the monthly remuneration of Contractual Superintendents from Rs.15,000/- to Rs.18,000/- w.e.f. 03.10.2018. Letter may be sent to F&S to enhance it from Rs. 18,000 to Rs. 20,000 as originally proposed.
		g. To consider the matter of Office building at Salt Lake and its utilization thereof.	The selected Agency has submitted a commercial feasibility report with respect to construction of Office Building at Salt Lake. The Asstt. Secy. & AD(Proj) will assess the report and will place the matter before the authority for taking further decision in this regard.
		h. Revision of Storage Tariff in connection with Budget Estimate of WBSWC for FY 2018-19.	The MD, SWC directed that a Committee will be formed consisting of the Secretary, AS, AO, AD(Proj), AD(Comml), Supdt., Sealdah to ascertain the market rate vis-à-vis proposed escalation of tariff, if any with the help of some field survey and submit a report to the authority for taking further action.
		i. Proposal of providing Smart Phone to Godown In-charges and other Officers under WBSWC.	The MD, SWC advised the AD(Proj) to contact the Jt. Secretary, F&S Department regarding GEM for procurement of Smart Phones. Further, it was resolved that there is no immediate need of giving mobile phones at the Godown level. However, HQ officers may be provided the same as per earlier BoD approval.
	2.	Business Performance Report of the Corporation for the period July 2017 to July 2018.	Resolution of the BOD noted.
	3.	To consider and adopt Provisional Annual Accounts of WBSWC for FY 2015-16.	Resolution of the BOD noted. The MD, SWC directed that as per Resolution adopted by the BOD, the

			AO & AS will prepare a draft for requesting CWC to increase the authorized Share Capital of WBSWC and take necessary action in this regard.
	4.	Appointment of M/s.Bhattacharya, Sengupta Company, Chartered Accountants as Statutory Auditor of the Corporation for FY 2015-16.	Resolution of the BOD noted.
	5.	Appointment of M/s.T.P.Kar & Company, Chartered Accountants as Tax Auditor of WBSWC for FY 2017-18.	Resolution regarding approval of the BOD noted.
	6.	To apprise the Board regarding ongoing Repair & Maintenance, construction works and engagement of manpower.	Resolution of the BOD noted.
	7.	To apprise the Board regarding Eviction Notice of KoPT from Hide Road warehouse premises.	Same as l(e).
	8.	Project by WBSWC for SKWP on Grid Solar Power Plant at RIDF, Singur.	Resolution of the Board and progress thereof noted.
	9.	Proposal for CSR programme adopted by WBSWC.	Resolution of the Board noted and the MD, SWC advised AD(Proj) to take further action in connection with distribution of Sanitary Pads to village girls as resolved in the 269 th BOD.
	10.	Proposal for engagement of Legal Retainer under WBSWC.	The Establishment Section will take action regarding such engagement as approved by the Board.
	11.	Appraisal of the Resolution adopted on the Agenda Notes by the mode of Resolution on Circulation.	Resolution of the Board noted.
02		To start the process of Revision of Storage charges schedule of WBSWC to be implemented from May, 2019.	Action to be taken as decided above in Agenda l(h).
03.		To discuss the engagement procedure for both of the posts of Superintendents & Clerks	The MD, SWC directed that AD(Proj), AS, Manager (HR) will take appropriate action for release of advertisement and recruitment notices and holding examinations as per schedule to be approved by the authority of WBSWC.
4.		To initiate the comprehensive	The MD, SWC directed that as per

	proposal for permanent manpower aiming at expansion programme within coming 1-2 years.	advice of F&S Deptt. and considering the proposed expansion of SWC storage capacity a comprehensive proposal is to be prepared by the Establishment Section of the Corporation for assessing the number of QC Assistants, Office Assistants, Helpers, Office Helpers for HO, PA for HO to be required in coming 1-2 years.
5.	Bill raising status of Private Hired food godowns, attachment Orders of SWC Officers with RIDF godowns.	The MD, SWC directed the Storage Officer to pursue with the Director, DDP&S regarding retaining of Private Hired godown, arrangement of a meeting with the Director DDP&S in this regard.
6.	Regarding Monthly Performance Report.	The AD(Proj) apprised that the MPR of August, 2018 is to be submitted by the 1 st week of November, 2018 and the report for September 2018 will be submitted very soon.

The Superintending Engineer, WBSWC apprised the latest progress report of different ongoing repair & renovation works, construction of new godowns including the progress of tender which have already uploaded and going to be uploaded.

The MD, SWC advised the A.O. to collect the necessary information regarding extending the benefits of Swasthya Sathi Prakalpa to the employees of this Corporation including the Contractual employees.

The Meeting ended with a vote of thanks to and from the Chair.


sd/-
Managing Director
WBSWC

Memo No. 2305/Estt.A(1)-2/SWC/17-18

Date : 19/11/2018.

Copy forwarded for information & necessary action to :-

1. The Secretary, WBSWC.
2. The Accounts Officer/Superintending Engineer/Asst.Secretary/Storage Officer/Audit Officer/Asstt. Director (Proj)/Asstt.Director(Comml.)/Manager(HR)/Zonal Officer (A/cs)/Z.O.(Estt)


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