



West Bengal State Warehousing Corporation

(A Government Undertaking)

KHADYA BHAWAN, B-Block (4th Floor)

11-A, Mirza Ghalib Street, Kolkata – 700 087.

Phone : (033)2252 0335 / 0331 Fax : (033)2252 0555

Website: www.warehousingwb.com

E-mail : com-swc@wb.gov.in

Memo No: /Commercial-58/Misc/2018-19/SWC

Date: 23.07.2019

C I R C U L A R

After analyzing the format reports as collected from the Superintendent concerned in every month, it is observed that a considerable storage-worthy space lying vacant continuously which is not at all desirable. It appears that there may be some lack of initiatives/efforts taken by the Superintendent to approach the prospective depositors.

Pursuant to approval of the competent authority of the Corporation, Superintendents/Godown In-charges are instructed to take necessary action as per following direction so that the storage-worthy vacant space can be utilized for business purpose.

- (i) Advertisement for the storage-worthy vacant spaces may be promoted through local news papers.
- (ii) Flex/Banners for the storage-worthy vacant spaces may be displayed in front of the warehouse.
- (iii) Leaflets for storage-worthy vacant spaces may be distributed by the Helper in the local area for promotion purposes.
- (iv) Notice for the storage-worthy vacant spaces may be displayed in front of all the Government Offices in the respective district.
- (v) If possible, keep the data-base of the prospective depositors of local area and contact them to inform about the storage-worthy vacant space in the warehouse.

The Superintendents/Godown In-charges are further directed to implement the above mentioned steps to search for the prospective depositors in their vicinity and do expense from the imprest fund. Besides this, they are also requested to approach, the Govt. depositors (like DCF&S, Disaster Management, Commercial Tax, Customs etc.) time to time informing them about the storage-worthy vacant space, if any, for their utilization.

A compliance report with proper document (picture, scanned copy of advertisement etc.) should be sent to Commercial Section, WBSWC via e-mail (com-swc@wb.gov.in) immediately after taking necessary action.

Sd/-

Secretary

Memo No: 1150/1(115)/Commercial-58/Misc/2018-19/SWC

Date: 23.07.2019

Copy forwarded for information and taking necessary action to:-

- (i) The Superintendents of WBSWC Warehouses (All) for compliance.
- (ii) P.A. to the Managing Director, WBSWC.
- (iii) The Accounts Officer, WBSWC.
- (iv) All Officers posted at H.O. WBSWC.
- (v) The SSP, Project Section, WBSWC for uploading this Circular in the official website of WBSWC

Assistant Director (Commercial)