

West Bengal State Warehousing Corporation

(A Statutory Corporation)

KHADYA BHAWAN, B-Block (4th Floor)

11-A, MirzaGhalib Street, Kolkata – 700 087.

Phone : (033)2252 0334 / 0335 Fax : (033)2252 0555

Website:www.warehousingwb.com

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

Memo No: 1296/R-(U)-13/2016-17/PAGE-I

Date: 01.08.2019

ORDER

Pursuant to the decision of the Competent Authority of WBSWC, the existing format of MPR (Monthly Performance Report) has been modified to avoid long time period for reporting as well as compilation of the same. Accordingly a simple format has been designed which is enclosed herewith.

As, all concerned are aware that compilation of MPR is pending since February, 2019; hence, a special drive is to be taken for compilation of said MPRs.

The authority of this Corporation has decided to collect MPRs in excel format for smooth compilation of the same. The format will be shared shortly through respective e-mail IDs in one excel format containing six sheets (month-wise i.e. from February, 2019 to July, 2019). The Superintendents/ Godown In-Charges will download the same, fill up the said six sheets properly and send the same within 15.08.2019 to the e-mail ID from where the same was received.

All the respective Officials and Superintendents/Godown In-Charges are, therefore, directed to follow the steps laid down below strictly until further order in respect of MPR.

- (i) Incase of SWC's own and long term hired godowns, the MPR in excel format will have to be sent to Commercial Section, WBSWC (mprcomm04@gmail.com) after filling all the specific columns with the necessary data/information.
- (ii) Incase of RIDF(s), PEG(s), PPG, GFD(s) and RKVY godowns, the MPR(s) in excel format will have to be sent to Food Section, WBSWC (ridf.wbswc@gmail.com) after filling all the specific columns with the necessary data/information. After compilation of data, Food Section will send the compilation report to the Commercial section for final compilation in the prescribed excel format.
- (iii) Incase of private hired godowns, after compilation of data, Storage Section will send the compilation report to the Commercial section for final compilation in the prescribed excel format.
- (iv) All Superintendents / Godown In-charges is directed to keep a signed copy of the MPR as per format shared in the last Google sheet as well as the modified one at the warehouse/godown level for official records. If, during inspection, any concerned Superintendents/Godown In-charges fails to produce the same to inspecting official(s), necessary action will be taken.

- (v) From August, 2019 and onwards the MPR in modified format will have to be sent to respective e-mail IDs in excel format within 5th day of the following month positively. Respective sections will provide the compiled report to Commercial Section within 10th day.
- (vi) The compiled report as prepared by the concerned Section should be verified by the Accounts Section of WBSWC before sending those to Commercial Section for final compilation.

This is issued in the interest of the Corporation and will take immediate effect.

Self-

Secretary, WBSWC

Memo No: 1296/1(110)/R(1)-13/2016-17/Part-I

Date: 08.2019

01/08/19

Copy forwarded for information and taking necessary action to:-

- (i) P.A to the Managing Director, WBSWC.
(ii) The Deputy Director (Food), WBSWC.
(iii) The Accounts Officer, WBSWC.
(iv) The Assistant Secretary, WBSWC.
(v) The Storage Officer, WBSWC.
(vi) All Officers, posted at H.O. WBSWC.
(vii) All the Superintendents/Godown In-Charge of SWC's own & long term hired Warehouses/RIDF(s)/GFD(s)/PEG(s)/PPG(s)/RKVY Godowns.
(viii) SSP, Project Section for uploading this in the official website of WBSWC.

Chauhan 01/08/19
Assistant Director (Commercial)
WBSWC

