

West Bengal State Warehousing Corporation

(A Statutory Corporation)

Khadya Bhavan, B-Block (4th Floor)

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Memo No. /R (II)-13/2016-17/Part-I/MPR/SWC

Date: 24.10.2019

ORDER

In continuation to the earlier Head Office Order vide memo no.1296/R (II)-13/2016-17 /Part-I/MPR/SWC dated 01.08.2019 and pursuant to the decision of the competent Authority of WBSWC, the existing format of MPR (Monthly Performance Report) has been modified and all the Superintendents/ Godown in-Charges are requested to submit the MPR from February 2019 to September 2019 again and include the amount of expenditure of Establishment in the Total Expenditure by giving detailed breakup as per format annexed within 31.10.2019.

Henceforth the said format will be continued in respect of MPR until further order. Other clauses of the earlier order will remain unchanged.

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

Sd/-
Secretary

Memo No. 1998/1/12 /R (II)-13/2016-17/Part-I/MPR/SWC

Date: 24.10.2019

Copy forwarded for information & 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-Charges of SWC's own & long term hired Warehouses/ RIDF/ GFD/ PEG/ RKVY Godowns
- viii) SSP, Project Section for uploading this in the official website of WBSWC

Sd/-
Secretary
24/10/19

Monthly Performance Report for the Month Sep'19

Sl. No.	Name of Warehouse/ Godown	Category of Godown/ Warehouse (SWC's own/RIDE/PEG/G FD/PPG/Private hired)	Total Capacity (MT)	Total Occupancy (MT)	% of Occupancy	Unutilised Space (MT)			Income (in Rs.)				Actual Realisation (in Rs.)	Outstanding Amount (in Rs.)	Total Expenditure** (in Rs.)	Surplus/ Deficit (in Rs.) (13- 16)	Total Engaged Manpower from WBSWC
						Space Under Litigation	Space Under Repairing	Storage Worthly Vacant Space	Storage Charges	Weighbridge Charges	Others	Total Income					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
															0	0	

Break up of Total Expenditure				
Sl. No.	Expenditure Head	No. of Employee	Amount	Remarks
1	Establishment (Gross Salary of all SWC's Employee)			
2	Gross Salary of all Security Guards			
3	Gross Salary of Weighbridge Operators			
4	Total Amount of Godown Rent/ Municipal Tax	NA		
5	Electricity Bill	NA		
6	Telephone Bill	NA		
7	Internet Bill	NA		
8	Repairing and Maintenance (Provided by the Superintendent/ Godown in-charge)	NA		
9	Day to Day Expenditure	NA		
10	Others	NA		
	Total	0	0	
	Total Expenditure**		0	

- N.B.** 1. Give reason, if the amount of any column of 'Break up of total Expenditure' under the given head is vacant or zero.
2. Give the details of expenditure mentioned under the head 'Others' in Remarks column.