

HF-5

WEST BENGAL STATE WAREHOUSING CORPORATION
TRANSFER OF CHARGE

Ref. H.O. Order No. _____

SECTION 'A'

- 1) Name of the Warehouse :
- 2) Date of Transfer of Charges :
- 3) Name of the Relieving Officer :
- 4) Name of the Officer to be Relieved :

SECTION 'B'	Remarks, if any
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- 1) Files :-
 - a) Whether all Office files have been handed over
As per the list of files (Attached Annexure-B)
(If not please state specific reasons) : Yes/No
 - b) Whether all files relating to Court cases or
Litigation, if any, have been handed over ?
(A separate list should be attached) : Yes/No
 - c) Whether copies of all old document in regard to
Litigated stocks/Court cases, if any, have been
kept in a separate file & handed over? : Yes/No
- 2) Register :-

Whether the registers of Office and stocks have
been handed over as per the register of registers? : Yes/No
(Attached Annexure-A)
- 3) Cash :-
 - a) What is the amount of cash, cheques, adhesive stamps?
 - i) Liquid Cash : Rs.
 - ii) Cheque(s) : Rs.
 - iii) Adh. Stamp : Rs.
 - b) Is the amount of cash within the authorized Limit ?
(If not, please state reasons for handling excess fund):-

4) Transfer of charge of the following :-

- a) Unused W.R.Book Nos. currently in use from WBW _____
to WBW _____
- b) Unused M.R. Book bearing No. _____ to No. _____
- c) Postage stamp value Rs. _____ to No. _____
- d) Revenue Stamp value Rs. _____
- e) Keys of Steel Almirah, Lockers, Godowns & Others in duplicate have been handed over
Yes / No

5) Dead stocks / Office equipments :-

Do the items of dead stocks etc. tally with dead stocks, Register when verified ? (If not, please state reasons for discrepancies).

6) List of pending works

- a) Is the relieving officer posted with the pending works _____ Yes/No
- b) Has the relieved officer guided the relieving Officer as to the steps to be taken to complete the pending works ? _____ Yes/No
- c) Amount of outstanding dues from depositors _____ Yes/No

SECTION : 'C'

a) Verification of Stocks

Have the stocks of the Warehouse been verified at the time of taking over the charge of the same
(If so, please state the Manner in which it was done)

b) Transfer of charges of stock :

- a) Whether empty gunny bags have been handed over or not
(Both serviceable and unserviceable) : Yes/No Remarks if any
- b) Whether the stock register of valuable trees within the warehouse premises has been handed over or not : Yes/No
- c) Whether the Register of inventories has been handed over : Yes/No
or not

Annexure -A

W.B.S.W.C..... Warehouse
List of Registers of all the centre : (up dated up to)

1. Register of Registers
2. Godown wise stock Register
3. Stock Register (Central)
4. Insurance Register
5. Dead Stock Register
6. Godown Rent Register
7. Bank Lodgement Register
8. Postage / Revenues Stamp Register
9. Dak Receipt Register
10. Dak Despatch Register
11. Telephone Register
12. W/H Receipt Book, Money Receipt Book, Bill Book and Get Pass Book Register
13. Bill Register (Storage/ H&T)
14. Payment of electricity / Telephone Bills Register
15. Leave Register
16. Cash Book
17. Liveries / Washing Charges Register
18. O.T. Booking Register
19. Log Book Register
20. Attendance (Staff & Officer) Register
21. Local Order Book Register
22. Register of Inventories
23. Register of Valuable Trees

Bonded Centre

1. Bond Register (Godown wise)

Fertilizer Centre

1. R.R. Register
2. Stock Register
3. Initial Stock Receipt Register
4. Initial Stock Delivery Register

Annexure -B

WBSWCWarehouse

List of Report/ Returns of all the Centre (up dated up to)

1. Godown Inspection Report
2. Collection of Service Tax
3. Monthly Realization Report
4. Monthly Statement of Account
5. Daily Insurance Report
6. Monthly Insurance Report
7. Position of outstanding (Bill)
8. Details of S.O./G.O. Business
9. Physical Verification of Stock
10. Monthly Business Performance
11. Godown Rent Bill
12. Security Service Bill
13. Electricity / Telephone Bill
14. Storage / O.T. Bill
15. O.T.A bill of staff
16. Absentee Statement
17. Monthly Cut of Report
18. Bank Statement

Bonded Centre

1. Bond Statement
2. Notice to the Depositor after expiry