

**West Bengal State Warehousing Corporation**  
(A Government Undertaking)  
11/A, Mirza Ghalib Street, Block-B, (4<sup>th</sup> Floor)  
KOLKATA-700 087  
**E-Mail: swc@wb.gov.in**

Memo No: 101-C(IV)-292/RIDF/SWC

Date: - 23/03/2020

To  
The Godown In-Charge/ Superintendent,  
RIDF/ SWC/ RKVY/ PEG/ GFD godowns.

All Godown In-charges/ Superintendents under this Corporation are hereby intimated that due to emergent situation arising out of Covid-19, following instructions are to be strictly followed:

1. All chambers of the godowns are to be utilized to the extreme i.e. 120% of the normal capacity of a chamber. Stacking of the bags are to be planned accordingly and already filled up chambers must be utilized 20% above the normal capacity before utilizing other empty chambers of the same godown.
2. Arrangements may have to be taken to shift minimum quantity of rice kept in a single chamber to other chambers of the godown or any nearby food godowns so that it can be utilized by the district authority as Quarantine Centre in case of necessity. **Necessary action for shifting in this regard may be made only after receiving instructions from higher authority.**
3. Keep additional room in the office/ laboratory clean for utilization during emergencies.
4. Existing chambers or godowns that are in disrepair, under construction etc but that can be used with cleaning etc. during an emergency, may be cleaned up, broken windows fixed, etc. These chambers/godowns may be required either for quarantine or for storing foodgrains or other items. A list of such chambers/godowns may be sent to DD Food by WhatsApp by tomorrow after checking the status of the godowns.

Keep yourself and your staff members safe and maintain personal hygiene.

  
Managing Director,  
WBSWC