West Bengal State Warehousing Corporation

(A Statutory Corporation)
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Memo No.: 4025/WBSWC-15012(12)/1/2019-GEN SEC   Date: 06.07.2020

C I R C U L A R

It is hereby informed to all concerned that a Cloud-based Application Software named **Warehouse Management System (WMS)** has been developed with the prime objective of building a real-time information sharing network between the Warehouses & Head Office of WBSWC. Training programs were arranged in this regard on 22.06.2020, 24.06.2020, 25.06.2020 & 29.06.2020 through Zoom cloud Meetings, where all the concerned Warehouse in-Charges and Officials of Head Office participated and gained knowledge on overview of WMS, its functionalities and Module-wise operation.

The competent authority of this Corporation has now decided to launch the Software for all SWC Warehouses and RIDF Godowns w.e.f. **08.07.2020.** In this regard, Module-wise brief description and Section / User-wise responsibilities are as follows:

i) FUND MODULE: Upon logging into WMS Account, the User / Warehouse in-Charge of the concerned warehouse can request for Regular Imprest Fund, Special Imprest Fund and can update all relevant entries related to Cash Account Book, etc. The User / Warehouse in-Charge shall have to update Opening Balance (OB) entry of Imprest Fund, Opening balance of Cash Book if any (from "Update Income" option under Cash Book Menu) and will have to send requisition for balance of Special Imprest fund/s if any on the date of commencement.

ii) NOTIFICATION MODULE: Notification (Notices, Circulars, Order, etc.) will have to be sent to Projects section via e-mail from the concerned Section / Wing of HO stating all relevant details (i.e. Subject, Memo No., locations to be sent, etc.) and subsequently, Projects Section will upload the same and send to all concerned Warehouses / Godowns through WMS's Admin login. The User / Warehouse in-Charge will be able to view / download and archive such Notification/s from the "Notification" Menu.

iii) SURVEY MODULE: Questionnaire and reporting format for creating a Survey will have to be sent to Projects section via e-mail from the concerned Section / Wing of HO stating all relevant details (i.e. Question, Answer Type, concerned attachments, date of commencement and validity, etc.) and subsequently, Projects Section will make necessary amendment in format (so as to make it

compatible with WMS) for uploading the same and send to all concerned Warehouses / Godowns through WMS's Admin login. The User / Warehouse in-Charge will be able to reply such Survey/s from the "Survey" Menu. On receiving replies from Warehouse, compiled report on survey will be forwarded to concerned section via e-mail by Projects Section.

iv) SPACE MANAGEMENT MODULE (for SWC Warehouses only): Nodal Officer (Space Management Module) in consultation with concerned Warehouse in charge will create existing number of godowns within the premises and enter all details (from Admin's login) of such godowns created under a Warehouse. Post creation of godowns from "Master", Warehouse in-Charge in coordination with Nodal Officer will have to carry out "Block Management" from his individual/warehouse login and save all details. Warehouse in-Charge will have to create existing depositors from this module, filling up all necessary details of the depositor and terms of allotment.

For any query related to any Module the concerned Nodal Officer / Operator(s) may be contacted. Contact details are given hereunder.

Name of Module	Section	Nodal Officer	Name of the Operator	Contact No. of Operator
Master Record Management Module	Projects Section (project-swc@wb.gov.in)	Mr. Suman Mukhopadhyay, WBF&SS, AD (Projects) (8670122366)	Smt. Pallabi Majumder Software Support Personnel	8777415270
			Mr. Nabendu Mondal Junior Assistant	9474131035
Notification Module		Mr. Manas Roy Supdt. (Projects) (9874523909)	Smt. Pallabi Majumder Software Support Personnel	8777415270
			Mr. Supratik Roy Clerk cum Data Entry Operator	9674249916
Survey Module		Mr. Manas Roy Supdt. (Projects) (9874523909)	Smt. Pallabi Majumder Software Support Personnel	8777415270
			Mr. Supratik Roy Clerk cum Data Entry Operator	9674249916
Imprest Fund Module (under Fund Menu)	Accounts Section (accts-swc@wb.gov.in)	Mr. Sandip Sarkar GM (Finance) (9432876087)	Mr. Debasish Biswas Junior Assistant	9830111349
			Mr. Rupam Mukherjee Junior Assistant	9903400720
MPR and MPR Entry		Mr. Amitava Chaudhuri Zonal Officer (Accts) (9433128285)	Mr. Tarun Das Sharma Junior Assistant	9836854712
			Mr. Sudipta Gupta Junior Assistant	8017251075
Cashbook Module (under Fund Menu)		Mr. Amitava Chaudhuri Zonal Officer (Accts) (9433128285)	Mr. Bilwa Chottopadhyay Assistant Accountant	9830522581
			Mr. Swapan Paul Junior Assistant	9051244333

Space Management Module & MPR	Commercial Section (com-swc@wb.gov.in)	Mr. Kaushik Mukherjee GM (Commercial) (9331217346)	Smt. Prativa Mitra Superintendent (Commercial)	9051408227
			Mr. Debobrata Nath Clerk cum Data Entry Operator	9874563290
Depositor's Application & Space Management		Mr. Surya Sekhar Das Supdt. (Commercial) (8240872886)	Smt. Prativa Mitra Superintendent (Commercial)	9051408227
			Mr. Debobrata Nath Clerk cum Data Entry Operator	9874563290

Warehouse In-Charges are also hereby informed that Individual Login IDs and password will be shared over the official e-mail IDs shortly. They are also requested to go through the guidelines carefully provided in the **"REFERENCE"** section on the Dashboard of WMS for guidance before use of any module.

In case of any clerical/technical error arising during operation and which would require direct involvement/technical assistance from the software developer, the matter shall have to be notified to the concerned Nodal Officer through e-mail immediately keeping Projects Section informed. A telephonic intimation to the Nodal Officer in this regard is highly solicited.

Warehouse in-Charges will have to maintain all manual records and documents as usual and as per prevailing rules besides use of WMS till further order.

This issues with the approval of the Managing Director, WBSWC and in the interest of the Corporation.

Sd/-
Secretary

Memo No.: 4025/1(120)/WBSWC-15012(12)/1/2019-GEN SEC   Date: 06.07.2020

Copy forwarded for information and taking necessary action to:

(i)   All Godown in-Charges of SWC Warehouses and RIDF Godowns
(ii)   All Sectional Heads of WBSWC
(iii)   All Nodal Officers
(iv)   All Operators
(v)   P.A. to the Managing Director, WBSWC
(vi)   SSP... ...*with the request for uploading in Website.*
(vii)   Guard File.

Secretary