

West Bengal State Warehousing Corporation

(A Statutory Corporation)

Khadya Bhavan, B-Block (4th Floor)

II-A, Mirza Ghalib Street, Kolkata - 700 087.

Phone: (033)2252 0335 / 0331; Fax: (033)2252 0555

Website: www.warehousingwb.com ## E-mail: project-swc@wb. gov.in

Memo No: WBSWC-11011(20)/1/2020-PROJ SEC

Date: 21.09.2020

N O T I C E

With reference to this office earlier Memo no. 4025/WBSWC-15012(12)/1/2019- GEN SEC dated 06.07.2020 & 4391/WBSWC-15012(12)/1/2019-GEN SEC dated 17.08.2020, Warehouse Management System (WMS) was developed and implemented for all SWC, RIDF, GFDs & PEG Godowns.

The authority of this Corporation has decided to go another step ahead towards the sole objective of launching of WMS and go paperless. An order in this regard was also published under memo no. 4637/WBSWC-11099(13)/2/2019-PROJ SEC dated 15.09.2020.

It was also decided by the authority that the duration of back-date entry in online cashbook will be reduced to 7 days from 20 days w.e.f. 21.09.2020. An order in this regard was also published under memo no. 4571/WBSWC-15012(12)/1/2019-GEN SEC dated 09.09.2020.

As per information received from Accounts Section of WBSWC and since OB Entry has been done by all Warehouse-in-Charges, the authority of this Corporation has now decided to discontinue the manual Cashbook w.e.f 01.10.2020 with relaxation up to 07 days back-date entries as mentioned earlier and all concerned are required to update their respective Cashbooks on WMS portal only. However, as notified earlier, Warehouse-in-Charges should preserve monthly Cashbook by taking printout from WMS only when all entries are done for the respective month and maintain it in a separate file. Accounts Section may download monthly Cashbook of any Warehouse, if required for official purpose, on or after 8th day of the respective month as provision of back-date entry for 07 days is still there in WMS.

Warehouse In-Charges are also requested to change their WMS password (containing at least 08 alpha-numeric characters and a special character) w.e.f. 01.10.2020 and should not be shared with anyone. Passwords may only be shared with authorized HO Official(s) only for resolving technical issues, if any.

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

Sd/2

Secretary

File No.WBSWC-11011(20)/1/2020-PROJ SEC(WBSWC)-WBSWC

Memo No: 4674/11000 WBSWC-11011(20)/1/2020-PROJ SEC

Date: 21.09.2020

Copy forwarded for information and taking necessary action to:

- a. All Warehouse In-charges of SWC, RIDF, GFD & PEG Godowns
- b. PA to the Managing Director, WBSWC
- c. CGM (Finance), WBSWC
- d. All Sectional Heads of WBSWC
- e. All Nodal Officers/ Operators, WBSWC
- f. SSP... ..with the request for uploading in website.
- g. Guard File.


21/9/20
Secretary