# West Bengal State Warehousing Corporation

( A Government Undertaking )

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Memo No.: 6023/WBSWC-11011(20)/1/2020-PROJ SEC        Date:22.01.2021

## N O T I C E

Pursuant to this office earlier Memo no. **4025/WBSWC-15012(12)/1/2019-GEN SEC** dated **06.07.2020** and **Memo No. 4391/WBSWC-15012(12)/1/2019-GEN SEC** dated **17.08.2020,** a cloud based application software named Warehouse Management System (WMS) has been implemented for all SWC and RIDF godowns w.e.f 08.07.2020 and for GFD and PEG godowns w.e.f 19.08.2020. All the modules viz. Notification module, Survey Module & Fund Module are running successfully in the WMS portal and the respective Warehouse-in-Charges are spontaneous in using these modules. Space module has been created along with these modules so that the in-charges can create existing number of godowns within the premises and enter all details (from Admin's login) of such godowns created under a Warehouse.

After 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, which will be reflected on the Depositor's Login page. Warehouse in-Charge will have to create existing depositors from this module, filling up all necessary details of the depositor and terms of allotment.

New depositors have to register first via online for hiring of godowns. For that they have to visit our official website www.warehousingwb.com where they can find an option named **Hire Godown Space.** After clicking on **Hire Godown Space** they will be redirected to a webpage where they can search warehouse schedule space online. There they have to register / login by filling up the details provided before applying for space. The depositor who are unable to register into the portal can approach the respective godown-in-charge and the godown-in-charge have take initiative of registering the depositor.

After the depositor applied for space for a particular godown, the respective warehouse-in-charge have to fill in the 15 point recommendation from their respective WMS portal and send it to the H.Q. for approval. The depositor can view their application approval from their login

page. As the hiring & dehiring process is going to be fully online, the warehouse-in-charges also have to intimate the existing depositors to register in the portal, so that after their term expire, they can renew or dehire through online portal. The whole work regarding this Space Management will be effective from **01.02.2021.**

For any query related to the Space module, the assigned Nodal Officer can be contacted as mentioned in circular Memo no. **4025/WBSWC-15012(12)/1/2019-GEN SEC** dated **06.07.2020.**

Moreover, the warehouse-in-charges are instructed to take responsibility for wide publicity of the depositors' login portal so that the depositors will be well acquaint with the portal and can access it easily.

Training will be conducted on 27.01.2021 in this regard through video conference. All concerned are requested to join.

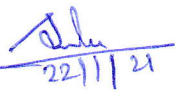This is issued with the approval of the competent authority and in the interest of this corporation.

Sd/-

**Secretary**

Memo No.: 6023/1(35)/WBSWC-11011(20)/1/2020-PROJ SEC                    Date:22.01.2021

Copy forwarded for information to:

    i.    In-Charges of all SWC Warehouses
    ii.    G.M. (Commercial) ... *with the request to inform all concerned about this module and training.*
    iii.    A.D. (Projects) ... *with the request to conduct the training.*
    iv.    Concerned Nodal Officer/ Operator.
    v.    P.A. to Managing Director.
    vi.    SSP ... *for uploading this notice in our official website and WMS.*
    vii.    Guard File.

22/1/21

**Secretary**