

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL

GENERAL INSPECTION

Table of Contents

GEN	ERAL INSPECTION	4
A.	Create an Annual Plan	4
В.	Approve/Reject Annual Plan	7
C.	Execute Monthly Plan	9
D.	Appoint Inspecting Officer	10
E.	Conduct Inspection	13
]	Part 1 - Summary	14
]	Part 2 - Business Aspects	19
]	Part 3 - Technical Aspects	26
]	Part 4 - Financial Aspects	31
]	Part 5 - Establishment Aspects	33
]	Part 6 – Engineering/Construction Aspects	34
]	Part 7 – Dedicated Warehousing Aspects	35
	Annexure 1	37
	Annexure 2	39
	Annexure 3	40
	Annexure 4	43
	Annexure 5	45
	Annexure 6	46
	Annexure 7	49
	Annexure 7(A)	50
	Annexure 7(B)	51
	Annexure 8	52
	Annexure 9	53
	Annexure 10	54
	Annexure 11	55
	Annexure 12	56
	Annexure 13	57
	Annexure 14	58
	Annexure 14(A)	59
	Annexure 15	60
	Annexure 16	61
	Annexure 17	62
	Annexure 18	63
	Annovino 18(A)	61

Annexure 18(B)	65
Annexure 19	66
Annexure 19(A)	67
Annexure 19(B)	68
Annexure 19(C)	69
Annexure 19(D)	70
Annexure 19-(1)-A	71
Annexure 19-(1)-B	72
Annexure 19-(1)-C	73
Annexure 19-(1)-D	74
Annexure 20	75
Annexure 20(A)	77
Annexure 21	79
Annexure 21(A)	80
Annexure 22	81
Annexure 23	82
Discrepancy Note	83
F. Inspection Report	85

GENERAL INSPECTION

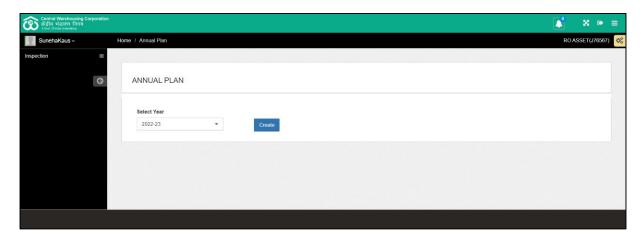
The regional offices can allocate a yearly or half-yearly general inspection of the warehouses under them through the general inspection module provided in CWC-WMS. To carry out a successful inspection, the users will perform the following steps:

(User – RO HOD Inspection)

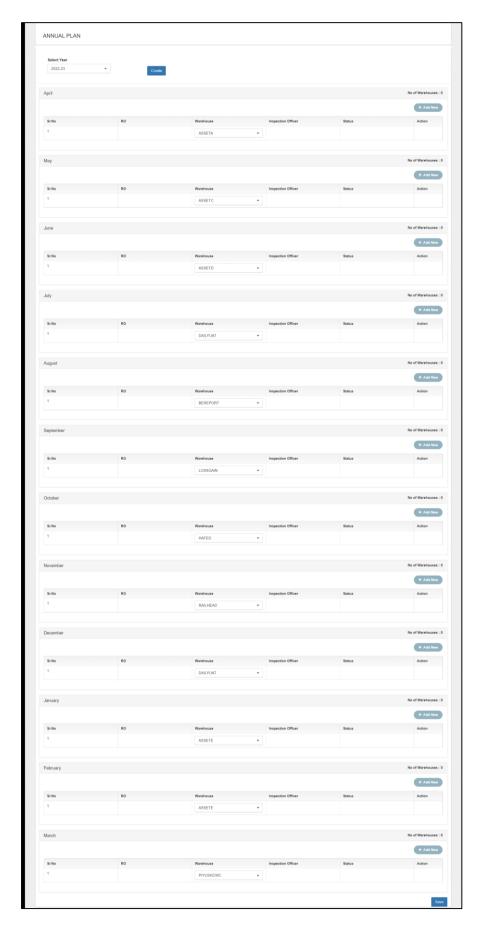
A. Create an Annual Plan

- 1. RO HOD Inspection officer of each region will create an annual plan at the start of a financial year.
- 2. To create an annual plan, the user will click on the menu:

Inspection >> General Inspection >> Annual Plan

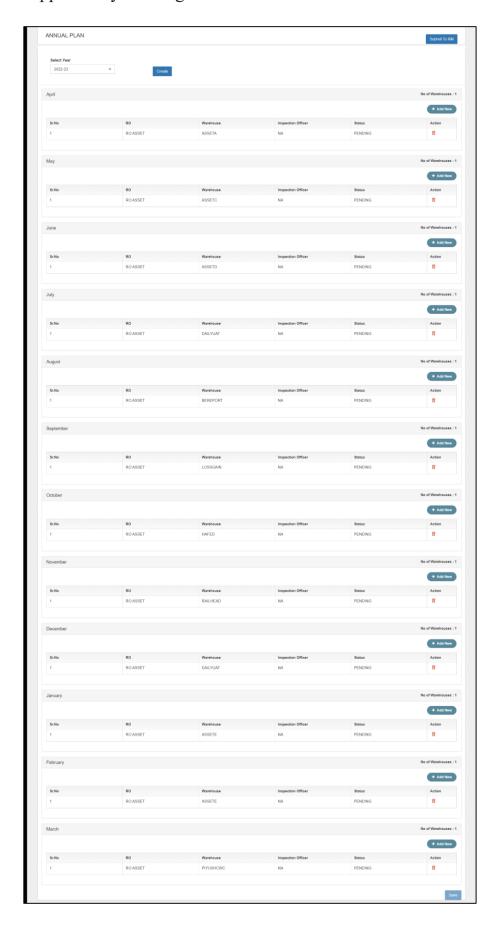


- 3. RO HOD Inspection will select the financial year for which they want to create a plan and hit the 'Create' button.
- 4. RO HOD Inspection will proceed with adding the warehouses designated for inspection each month by clicking on the 'Add warehouse' button.
- 5. The user can select multiple warehouses for inspection in a month.



6. Once done, the user can save the inspection plan and submit the same for

RMs approval by clicking on the 'Submit to RM' button.



Note: RO Tech cannot make additional changes to the plan once submitted for approval.

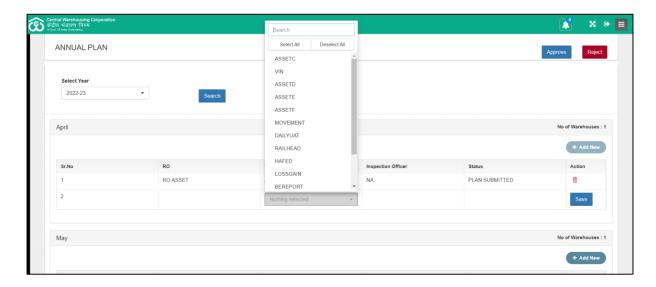
(User - RM)

B. Approve/Reject Annual Plan

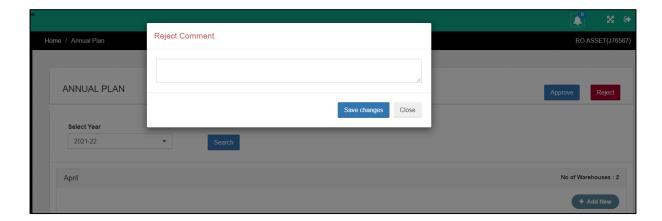
1. RM can view the annual plan submitted by the HoD Inspection (RO) by following the below-mentioned steps:

Inspection >> General Inspection >> Annual Plan

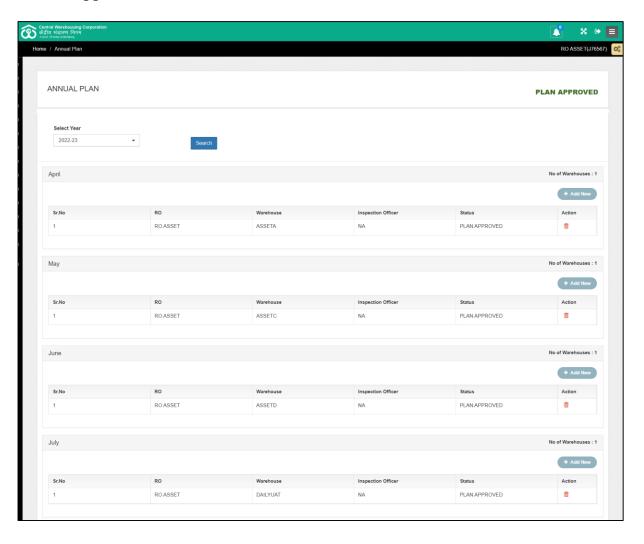
- 2. The user will select the relevant financial year and click search.
- 3. The RM can perform the following actions on the submitted plan:
 - a) Add a warehouse: The user can add additional warehouses for inspection in a month by clicking on the 'Add warehouse' button and selecting the warehouse name.



- b) Delete an inspection: The user can delete an inspection for a respective warehouse by clicking on the delete icon.
- c) Reject the plan: The user can reject the plan submitted by providing the reason for the rejection. HoD Inspection (RO) will create a new plan and submit the same for approval.



d) Approve the plan: The user can approve the plan by clicking on the 'Approve' button.



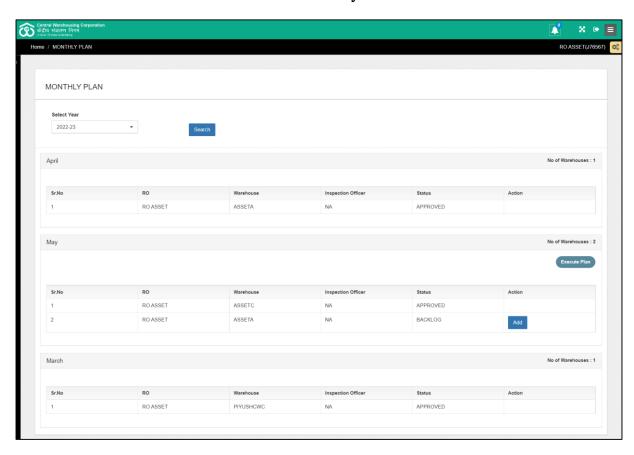
(User – RO HOD Inspection)

C. Execute Monthly Plan

1. The RO HOD Inspection can execute a monthly plan, once approved by RM, by following the below-mentioned steps:

Inspection >> General Inspection >> Monthly Plan

2. The user will select the relevant financial year and click search.



- 3. The RO HOD Inspection can perform the following actions on the submitted plan:
 - a) Add backlog: The user can add an inspection pending from the previous month to the current month by clicking on the 'Add' button.
 - b) Execute Plan: The user can execute the monthly plan by clicking on the 'Execute Plan' button. This action will send the monthly plan to the RM for appointing Inspecting Officers.

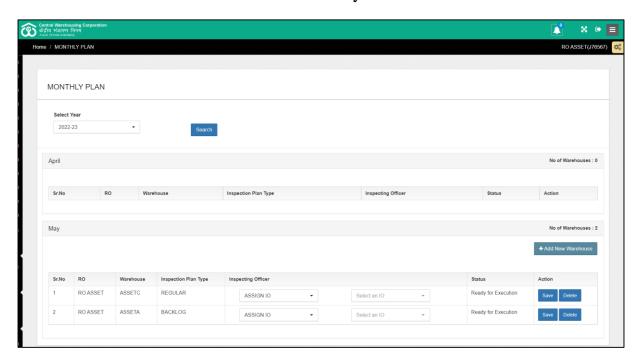
(User - RM)

D. Appoint Inspecting Officer

1. The RM will assign the Inspecting officers, for the executed plan, by following the below-mentioned steps:

Inspection >> General Inspection >> RO Monthly Plan

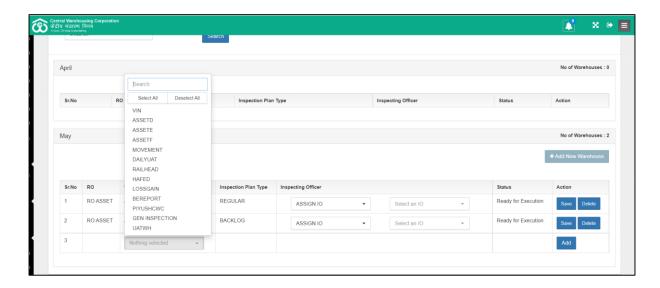
2. The user will select the relevant financial year and click search.



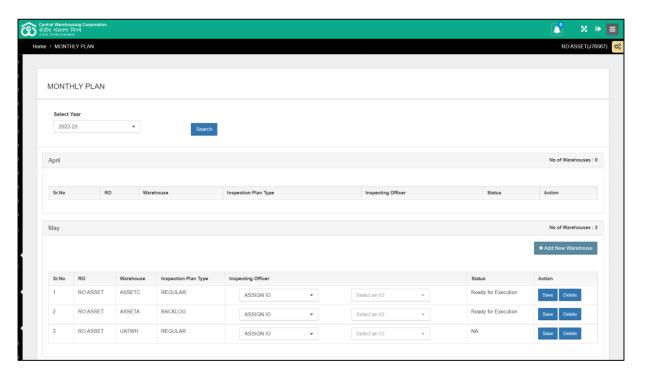
- 3. The RM can perform the following actions on the submitted plan:
 - a) Assign IO: The RM can select an Inspecting officer from the provided list and click on the Save button to assign the IO.

Note: Only the A(all) and B categories (SIO, AM, and Superintendent) employees will come under the IO drop-down.

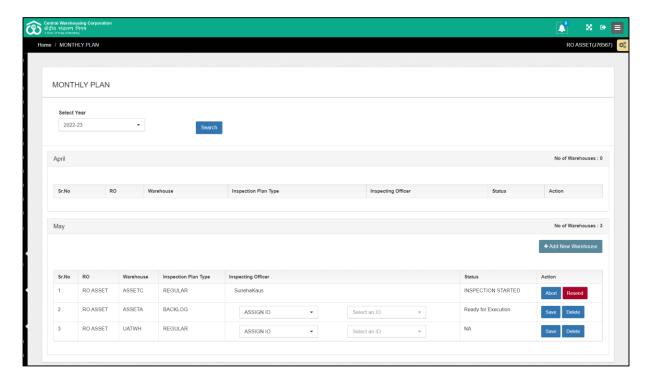
- b) Forward to CO: The RM can forward the inspection to the CO for the allotment of an Inspecting Officer.
- c) Delete an Inspection: The RM can delete an Inspection by clicking on the 'Delete' button.
- d) Add New Warehouse: The RM can add a new warehouse for Inspection by clicking on the 'Add New Warehouse' button.



e) The RM will select a warehouse and click on the 'Add' button. This will add a new inspection to the list, and the user can assign an IO to the same.



f) The user assigned as an IO will receive an Inspection Link in their email ID and can click on the same to start the inspection.

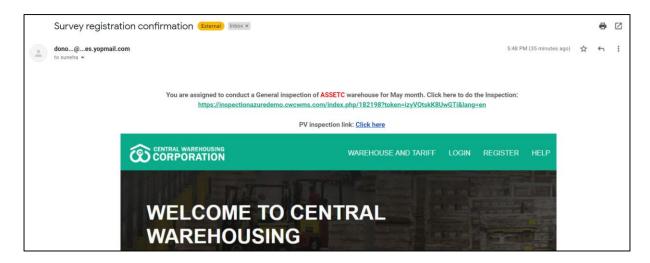


- g) Abort Inspection: The RM can abort an ongoing inspection by clicking on the 'Abort' button. Once aborted and re-assigned, the inspection will not carry on to the next month as a backlog. The RM will be required to reassign the inspection.
- h) Resend Inspection link: The RM can also click on the Resend button to trigger the inspection link email to the respective IO through the system.

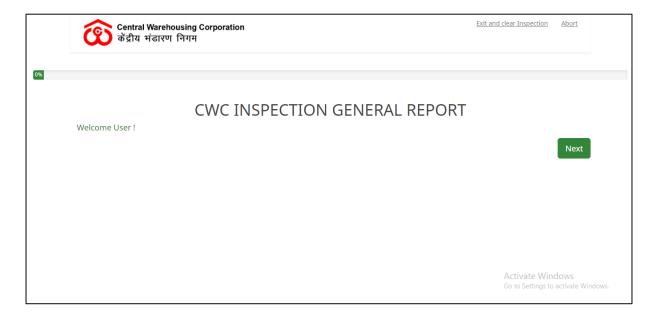
(User – Inspecting Officer)

E. Conduct Inspection

1. The Inspecting officer will receive an Inspection link on their registered email ID.



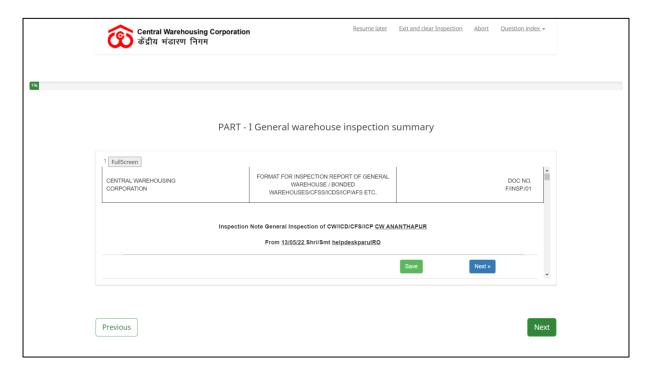
2. The Inspecting Officer will click on the link provided to start the Inspection. This link will redirect the user to a survey form to conclude the inspection.



- 3. The Ispecting officer will land on the above scrren once they click on the inspection link where the user can do one of the following:
 - a) Exit and clear inspection: Exit the inspection and delete all the data saved in the inspection
 - b) Abort
 - c) Click on "Next" button to start the inspection.

4. Clicking on the 'Next' button will start the Inspection.

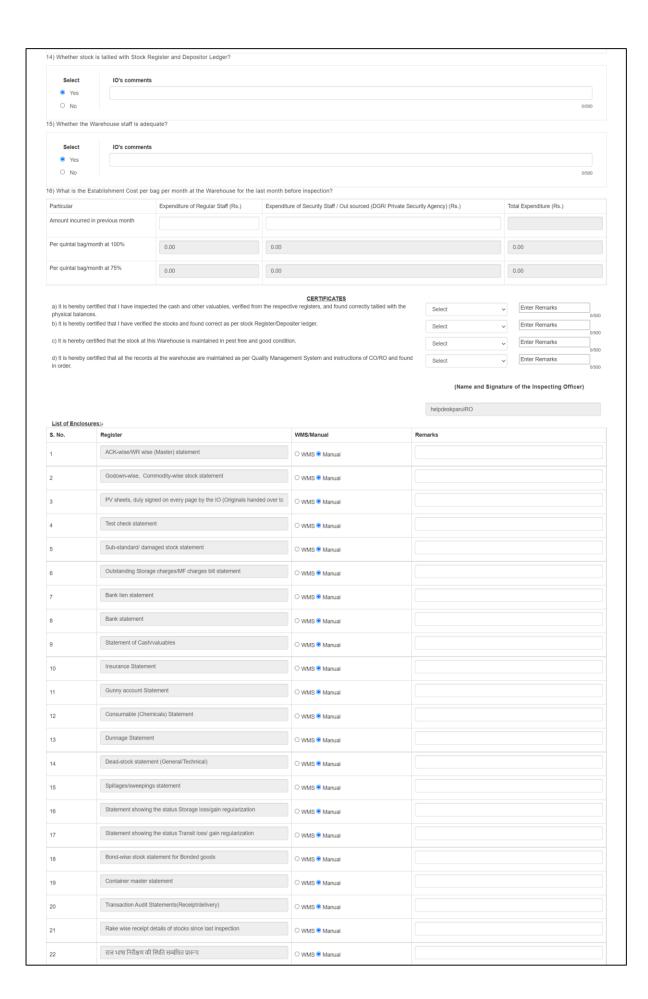
Part 1 - Summary



- 5. The user can perform the following actions on the inspection window:
 - a) Exit and clear Inspection: This will delete all the saved data and exit the inspection.
 - b) Abort: This will delete the inspection altogether.
 - c) Question Index: The user can migrate to different report forms from this drop-down.
 - d) Full-screen: This button opens the report form in full-screen mode for easier access and visibility.
 - e) Save: This button saves the data posted/entered in the form.
 - f) Navigation buttons: Previous and Next buttons to navigate through the report forms.
- 6. The Inspection link consists of the following sections:
 - a) 7 Aspects
 - b) 23 Annexures
 - c) 1 Discrepancy Note

Note: The cutoff date/start date for the general inspection freezes when the user saves the first form, i.e., all the reports will display the opening balance of the day the inspection starts.

RAL WAREHOUSING PORATION				FORMAT FOR INSPEC BONDED WAR	CTION REPORT (REHOUSES/CFS			1				DOC F/INSF
			1	Inspection Note General In	nspection of CW	//ICD/CFS/ICF	CW ANAN	THAPUR				
				From <u>13/0</u>	05/22 Shri/Smt <u>h</u>	elpdeskparu	IRO					
					PART - I Sum	nmary						
1) Name of the wareh	iouse - CW AN	ANTHAPUR				•						
2) Date of opening of	warehouse - N	N/A										
3) Name of Inspecting		deskparulRO										
1) Date of Inspection		the submission date of the second and										
		the submission date of the report onli rehouse Manager - Bhaska		v (Superintend								
6) Date of posting at t			,	, (
		Manager - Bhaskar reddy	(Superi	rintend								
8) Date of previous in		to										
9) Name of previous I			\neg									
10) Capacity of the W	arehouse - (a)											
				Covered (MT)			Open (MT)		Tota	al	
OWN				0.00			0.00			0		
HIRED				7700.00			0.00			770	0	
MANAGEMENT				0.00			0.00			0		
Total				7700			0			770	0	
(b)												
		Covered (MT)			Open (MT)				Total			
GENERAL		7700.00			0.00				7700			
BOND		0.00	ī		0.00				0			
DEDICATED		0.00	_		0.00				0		7	
			_									
MANAGEMENT		0.00			0.00				0			
CSF/ICD/ICP		0.00			0.00			0				
Total		7700			0				7700			
11)												
	nce of the cen	tre for the last 3 years and	for the	e current year -								
Financial Year		Capacity (MT)	_		Occupancy (MT)			Percentage%	1		
2022-2023 (May)												
2021-2022												
2020-2021												
2019-2020												
(B) Physical performa	ince of CFS/IC	D/ICP for the last 3 years a	and for	r the current year :- (TEU be	e substituted by	Γruck/Vehicle	in case of IC	P)				
Financial Year	Export contain	iners Handled (in TEUs)		Import containers Handled (in TEUs) Total containers			ers Handled (E	ers Handled (Export+Import) (in TEUs) Remarks				
2022-2023 (May)												0/500
2021-2022					1							0/500
2020-2021					1							0/500
2019-2020)			_				0/500
				16-11-								0.000
		Varehouse for the last 3 year										
Financial Year		Cargo Received	No. of c	of consignment received under other customs provisions		visions	Total		Remarks			
2022-2023 (May)	0						L					0/500
2021-2022	0											0/500
2020-2021	0											0/500
2019-2020	0											0/500
12) Financial performa	ance of the cer	ntre for the last 3 years and	d for th	he current year:-								
Financial Year Income (Rs.) Expenditure (Rs.) Profit/Loss (Rs.)												
2022-2023 (May)												
2021-2022		_							_			
2020-2021		=								_		
2019-2020												
13) Whether Cash and	d other valuabl	les are tallied with records?	?									
Select	IO's comm	nents										
Yes												





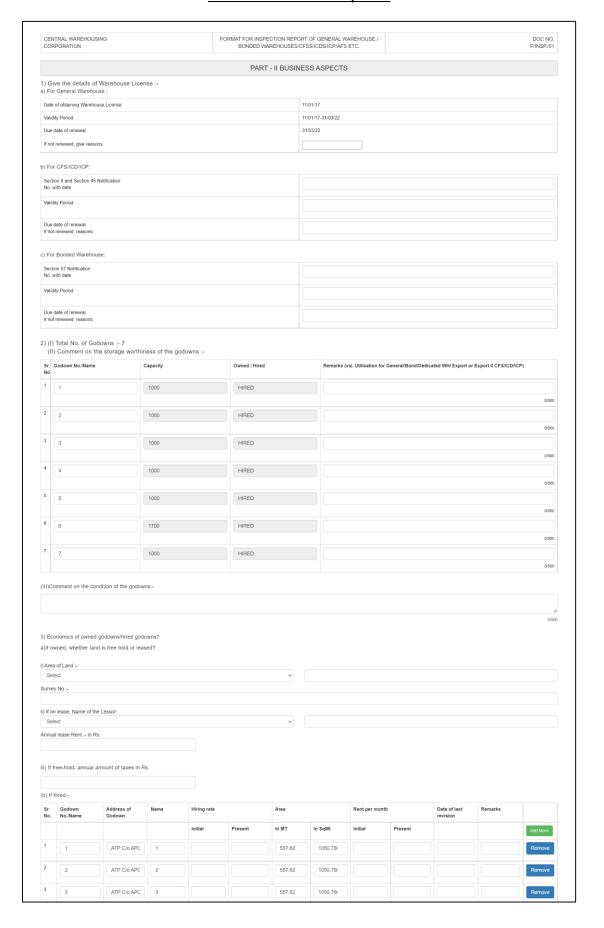
- 7. The first screen is the summary screen which consists of 16 general questions regarding the warehouse capacity, income, expenses, etc.
- 8. The data auto-fetched in the summary section is based on the following logic

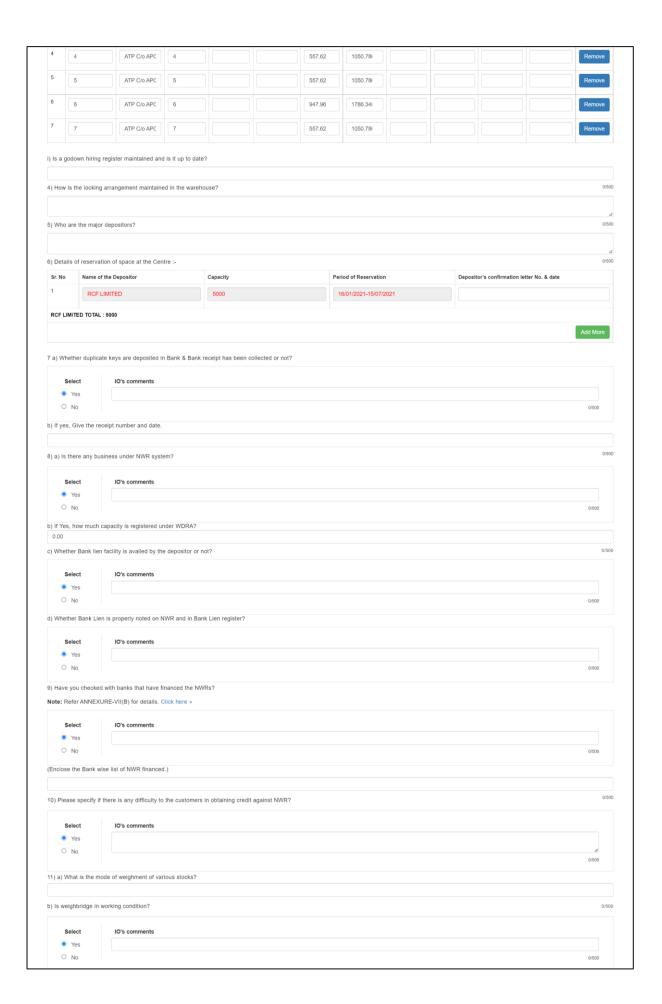
Ques No.	Logic
Ques 1.	Name of the WH whose general inspection is being conducted.
Ques 2.	Date of inception entered under warehouse details in the
	Manage warehouse screen.
Ques 3.	Name of the IO assigned by RO for inspection
Ques 4.	Start date: The date when an IO saves the first page/annexure.
	End Date: The date of final submission of the report.
Ques 5.	Name of the current WHM posted in the warehouse.
Ques 6.	The date of posting entered in the employee management
	module.
Ques 7.	Previous WHM's name available in the employee management
	module.
Ques 8.	The Start & end date of the last general inspection carried out in
	WMS.
Ques 9.	The name of the IO who conducted the last general inspection
	of the respective warehouse through WMS.
Ques 10 A)	The capacity of the warehouse under the owned, hired, and
	management parameters as per the godown master
Ques 10 B)	The capacity of the warehouse under general, bond, dedicated,
	management, and CSF/ICD/ICP parameters as per compartment
	master.
Ques 11 A)	The average of the warehouse's physical performance
	parameters like Capacity, Occupancy, and Percentage entered in
	the Business Economy reports under a respective financial year.
Ques 12.	The sum of the warehouse's financial performance parameters
	like Income, Expenditure, and Profit/Loss entered in the
	Business Economy reports under a respective financial year.
Ques 16.	First row: Expenditure of regular staff, expenditure of security

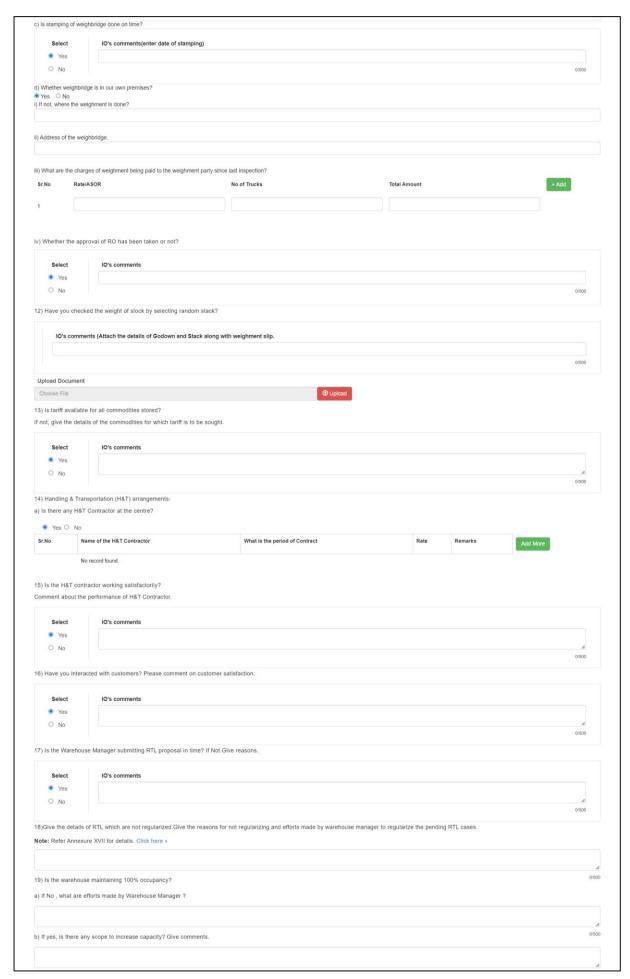
staff/Outsourced (DSR/Private security Agency), and Total
Expenditure that was entered in the Business economy report
generated for the last month from the date of inspection.
Second Row: The formula applied for calculation is
Expenditure/(Total capacity of the WH*10)
Third Row: The formula applied for calculation is
Expenditure/(Total capacity of the WH*10*0.75)

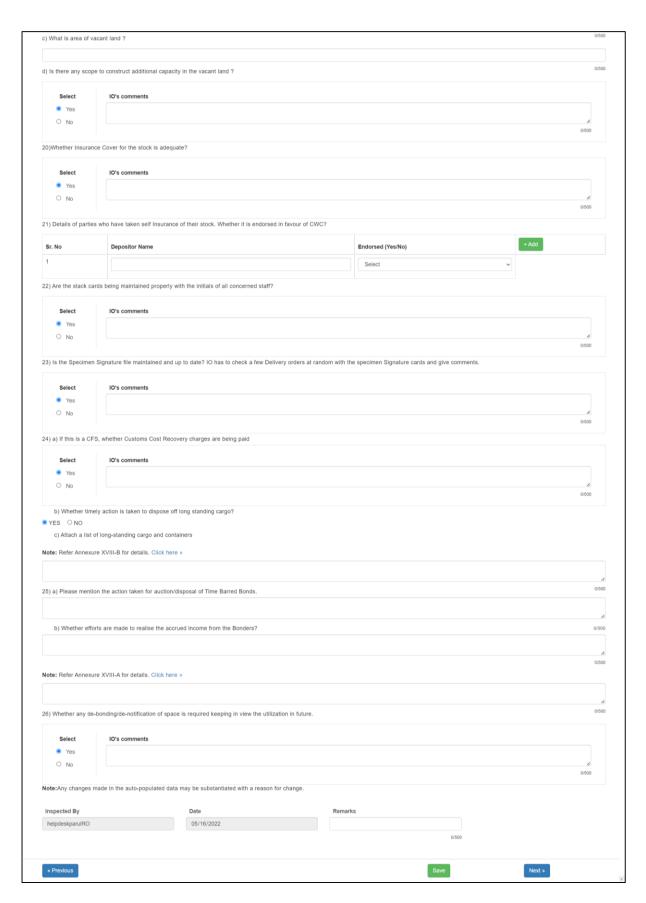
- 9. The IO can also edit the data populated (wherever the edit function is active) and enter the data in the provided spaces.
- 10. The IO can provide their acknowledgement/non-acknowledgement against the certificates and enter their remarks, if any, in the provided space.
- 11. The IO will confirm if the respective register is maintained in WMS or manual by clicking on the appropriate radio button and/or entering their remarks in the "Remarks" field before saving the form.
- 12. After saving, the IO will click on the next button to proceed to the next screen, i.e., the Business Aspects.

Part 2 - Business Aspects







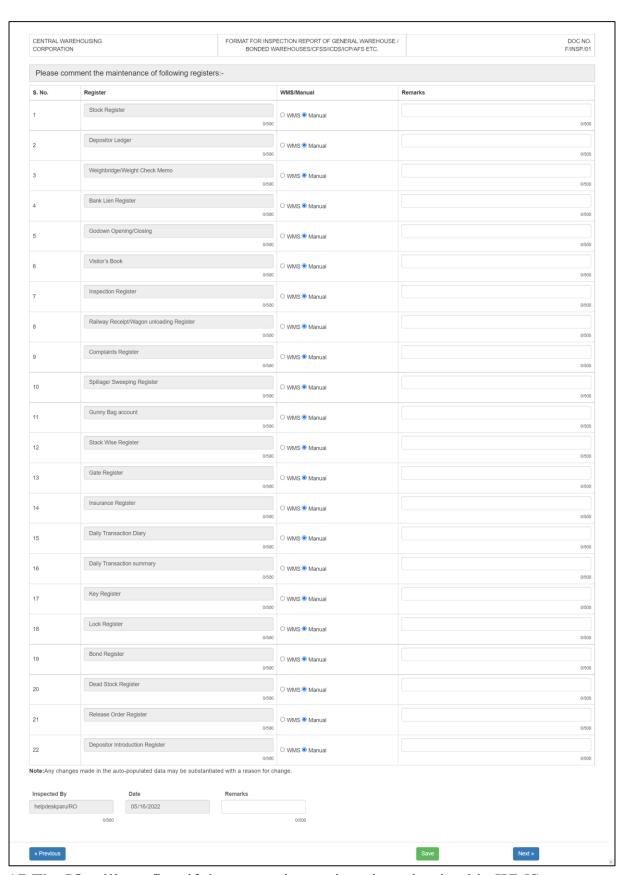


13. The "Business Aspects" consists of 26 questions related to the business front of warehouse operations.

14. The data auto-fetched in this aspect is based on the following logic:

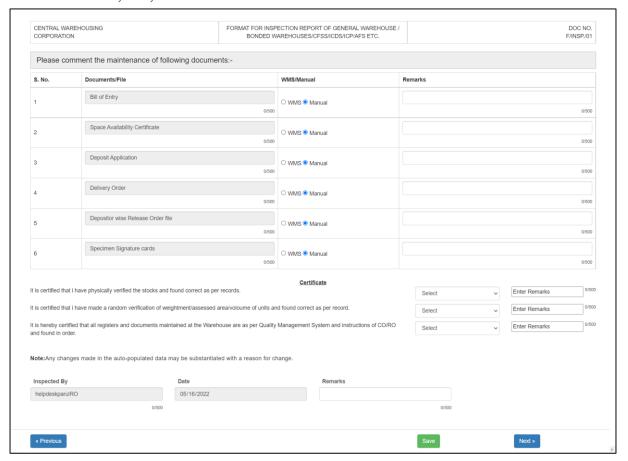
Ques No.	Logic				
Ques 1 A)	Details of the warehouse license entered under the license				
	section in the Manage warehouse module.				
Ques 2 I)	Total number of godowns created in the godown master				
Ques 2 II)	Details like Godown No/Name, Capacity, and ownership type				
	(Owned/Hired) from the data entered in the godown master.				
Ques 3 B)	Details of the hired godowns created under the godown master.				
Ques 6.	Details of the space reservations created in WMS. This will				
	display all the active reservations and expired reservations with				
	stock > 0.				
	Note: Expired reservations will be displayed in red colour.				
Ques 14 A)	Details of the H&T contracts configured for the respective WH.				
Ques 21.	Details of the reservations where the insurance type was				
	selected as "Insurance By Party"				

- 15. The IO can edit the pre-filled data (wherever provided), enter details in the rest of the questions and click on the save button to save the details entered.
- 16. The IO will click on the next button to proceed to the next screen, i.e., the maintenance of registers.



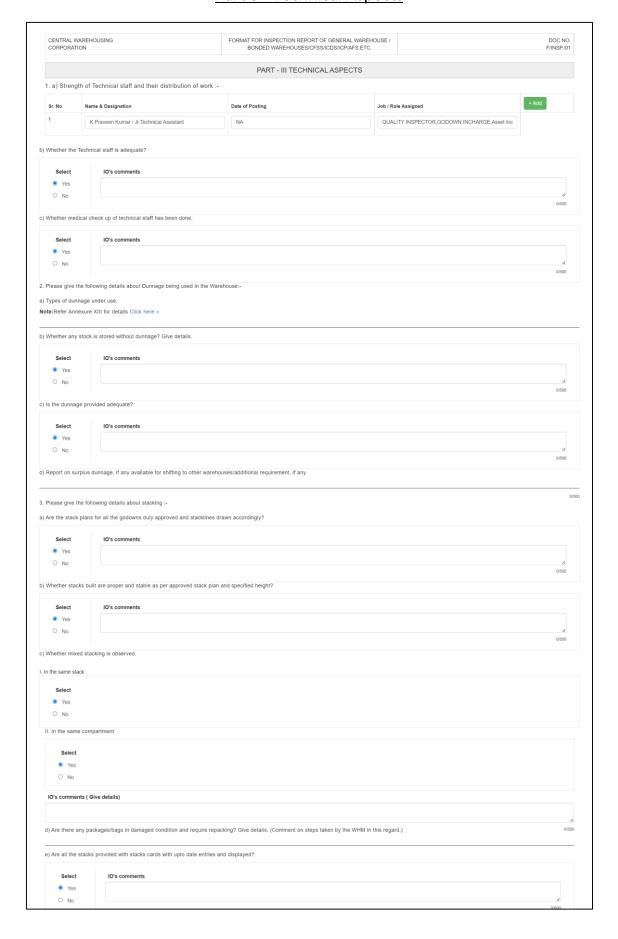
17. The IO will confirm if the respective register is maintained in WMS or manual by clicking on the appropriate radio button and/or entering their remarks in the "Remarks" field.

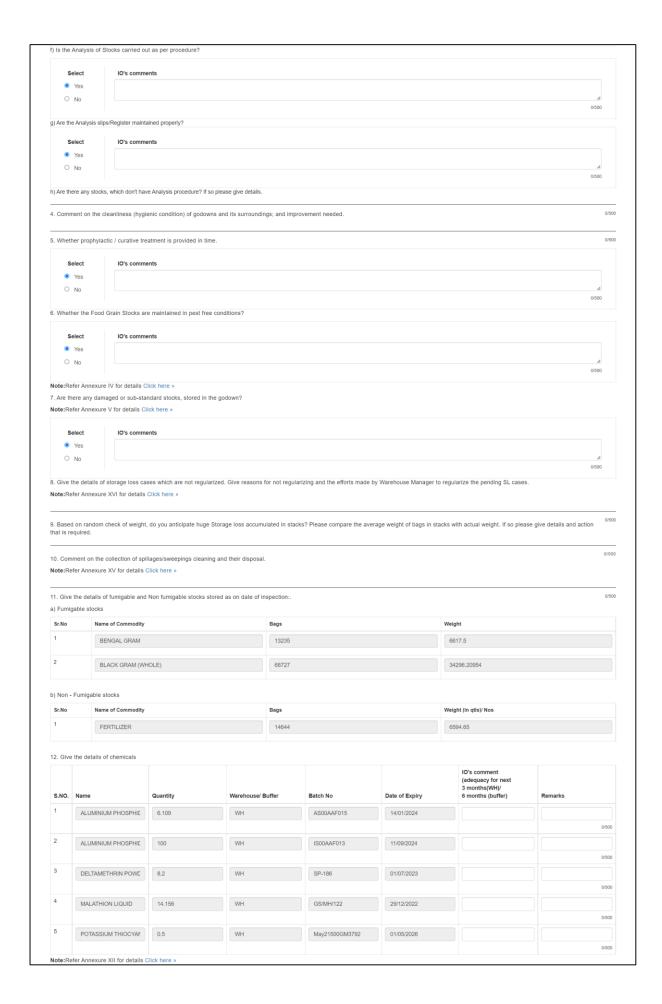
18. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., the maintenance of documents.

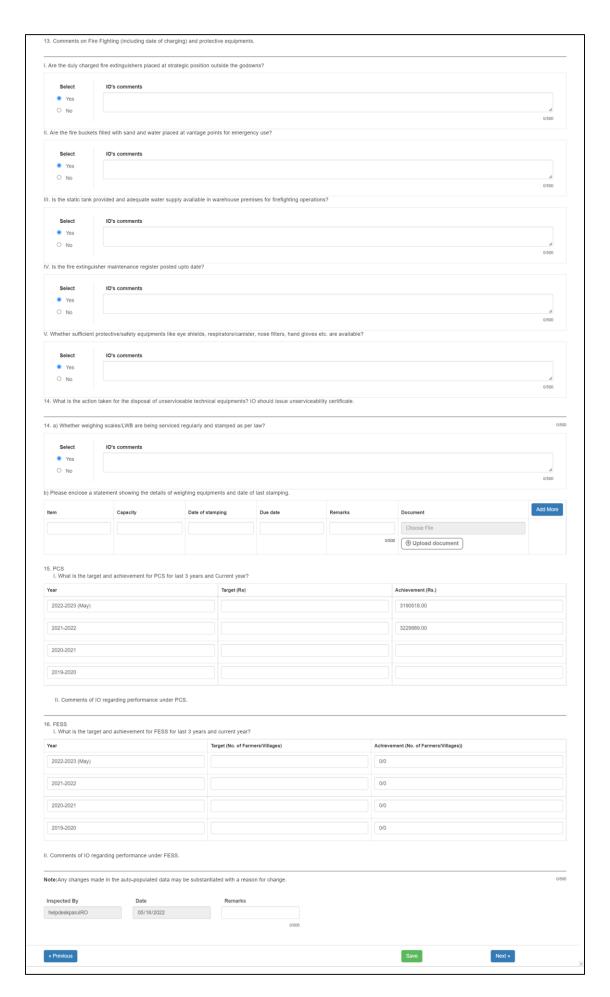


- 19. The IO will confirm if the respective document is maintained in WMS or manual by clicking on the appropriate radio button and/or entering their remarks in the "Remarks" field.
- 20. The IO will then provide their acknowledgement/non-acknowledgement against the certificates and enter their remarks, if any, in the provided space.
- 21. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Technical Aspects.

Part 3 - Technical Aspects





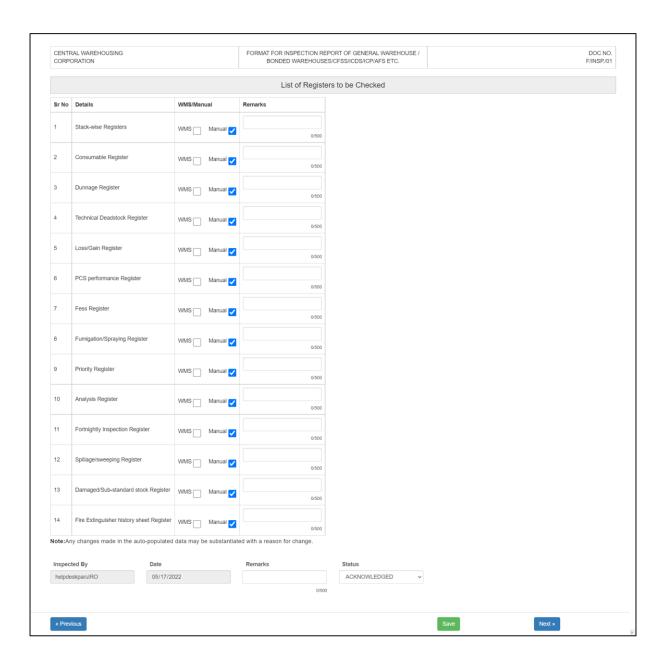


- 22. The "Technical Aspects" consists of 17 questions related to the technical front of warehouse operations.
- 23. The data auto-fetched in this section is based on the following logic:

Ques No.	Logic
Ques 1 A)	Details of the technical staff (i.e., TA, JTA, etc.) members
	registered in WMS for the respective warehouse.
Ques 2 A)	Names of the dunnage items entered under WH in WMS.
Ques 11 A)	Details of the fumigable stock data entered in WMS.
Ques 11 B)	Details of the non-fumigable stock data entered in WMS.
Ques 12.	Details of chemical stock data entered in WMS.
Ques 14 B)	Details of weighing equipment entered in WMS under the
	License renewal section of the Warehouse Management module.
Ques 15	Achievement: Sum of income (Income column in PCS Report)
	made by the respective warehouse in each month of a respective
	financial year.

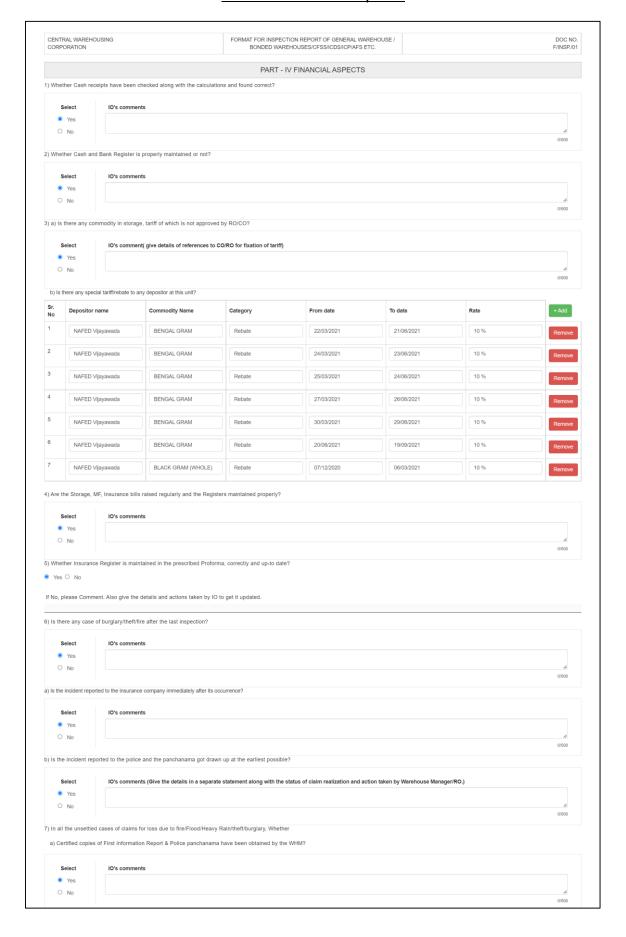
Please note: In case the warehouse does not manage the dunnage/chemical stock in WMS then the answer field will be blank.

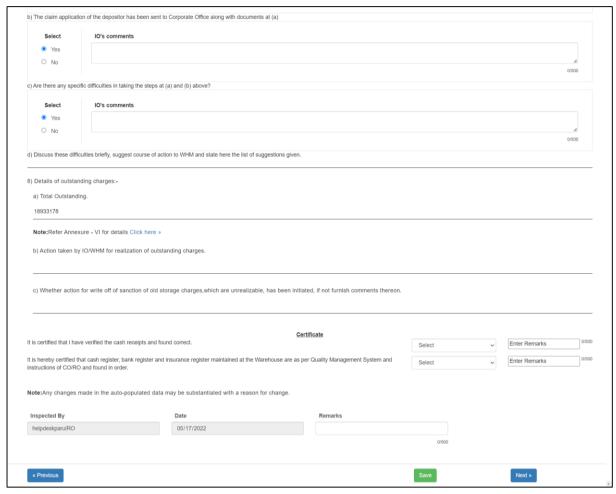
- 24. The IO can edit the pre-filled data (subject to edit provision provided), enter details in the rest of the questions and click on the save button to save the details entered.
- 25. The IO will click on the next button to proceed to the next screen, i.e., the List of registers.



- 26. The IO will confirm if the respective register is maintained in WMS or manual by clicking on the appropriate radio button and/or entering their remarks in the "Remarks" field.
- 27. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Financial Aspects.

Part 4 - Financial Aspects



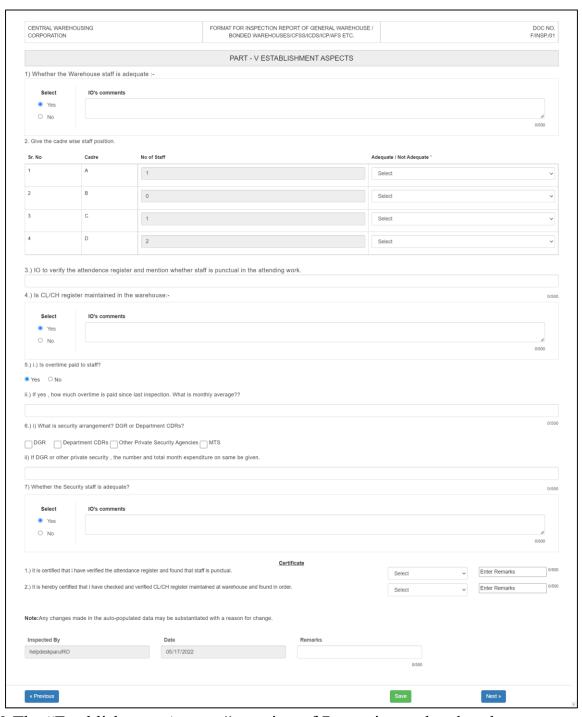


- 28. The "Financial Aspects" consists of 8 questions related to the Financial front of warehouse operations.
- 29. The data auto-fetched in this section is based on the following logic:

Ques No.	Logic
Ques 3 B)	Details of any special tariff and/or rebate provided to any
	depositor by the WHM.
Ques 8 A)	The total outstanding amount owed to the warehouse. This
	includes all the income bills generated in WMS.

- 30. The IO can edit the pre-filled data (subject to edit provision provided), enter details in the rest of the questions and click on the save button to save the details entered.
- 31. The IO will provide their acknowledgement/non-acknowledgement against each certificate and enter their remarks, if any, in the provided space.
- 32. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Establishment Aspects

Part 5 - Establishment Aspects

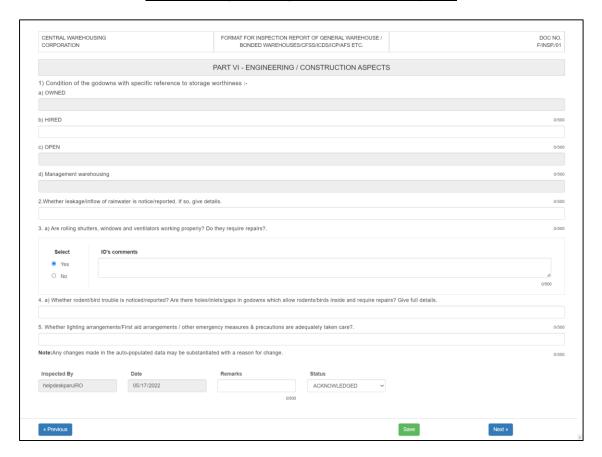


- 33. The "Establishment Aspects" consists of 7 questions related to the establishment front of warehouse operations.
- 34. The data auto-fetched in this section is based on the following logic:

Ques No.	Logic
Ques 2	Details of all the employees registered under the respective
	warehouse in WHM.

- 35. The IO can edit the pre-filled data (subject to edit provision provided), enter details in the rest of the questions and click on the save button to save the details entered.
- 36. The IO will provide their acknowledgement/non-acknowledgement against each certificate and enter their remarks, if any, in the provided space.
- 37. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Engineering/Construction Aspects.

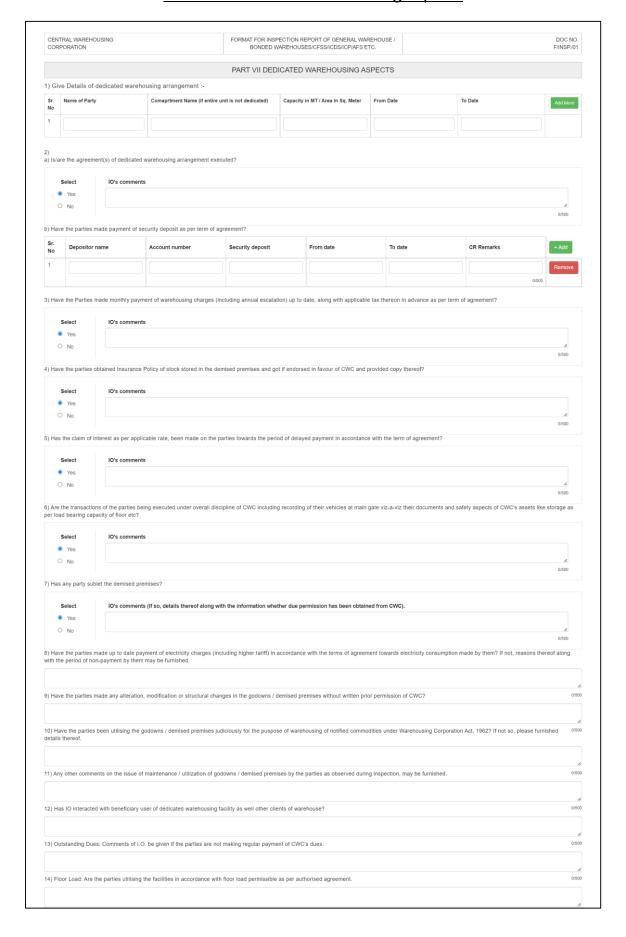
Note: It is crucial to save the data before proceeding to the next screen. Failure to do so, the summary/annexure will not appear in the final report.

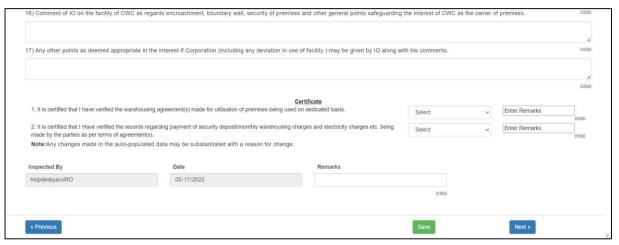


Part 6 – Engineering/Construction Aspects

- 38. The "Engineering/Construction Aspects" consists of 5 questions related to the engineering front of warehouse operations.
- 39. The IO will enter details in the questions provided and click on the save button to save the details entered.
- 40. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Dedicated Warehousing Aspects.

Part 7 – Dedicated Warehousing Aspects



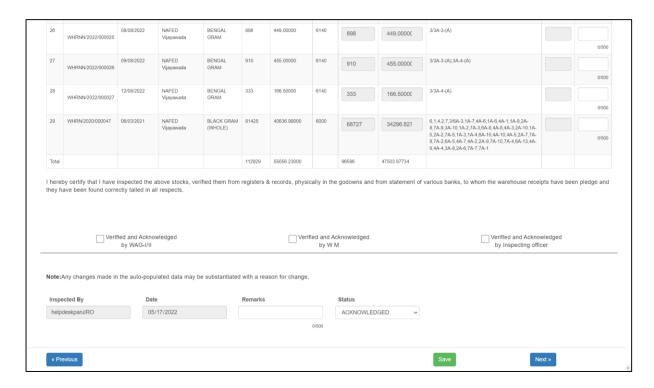


- 41. The "Dedicated Warehousing Aspects" consists of 17 questions related to the establishment front of warehouse operations.
- 42. The data auto-fetched in this section is based on the following logic:

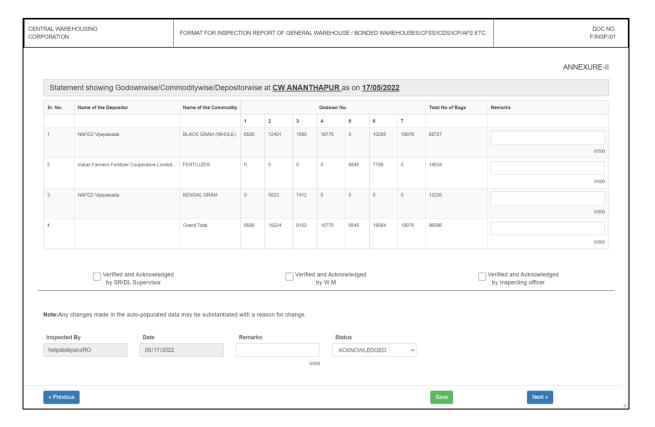
Ques No.	Logic
Ques 1.	Details of all the dedicated reservations are provided by the
	respective warehouse.
Ques 2 B)	Details of the security deposits received by the warehouse.

- 43. The IO can edit the pre-filled data (subject to edit provision provided), enter details in the rest of the questions and click on the save button to save the details entered.
- 44. The IO will provide their acknowledgement/non-acknowledgement against each certificate and enter their remarks, if any, in the provided space.
- 45. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 1.

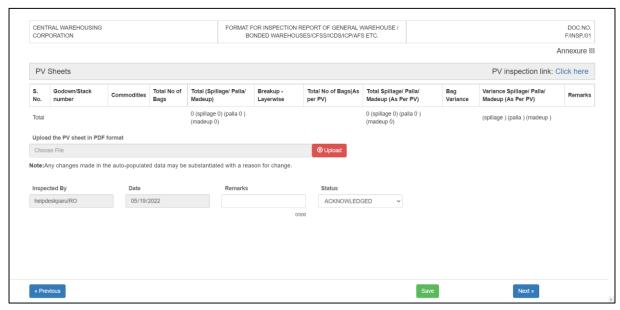
											ANN	EXURE-I
		Statemen	nt showing sto	ock position	as per w	varehouse re	ceipts/A	cknowledge	ments at <u>CW A</u>	NANTHAPUR as on <u>17/05/2022</u>		
Sr. No.	WHR/ACK NO./Date	Date of expiry of initial storage period	Depositor's Name	Commodity	Total Deposit Bags	Total Deposit Bags Weight (QTL)	Rate (Rs per Qtls)	Balance on date of Inspection Bags	Balance on date of Inspection Bags weight(Qtl)	Godown.No./ Stack No	Name of Bank having lien	Remarks
1	ACK/2020/000087	09/01/2021	Indian Farmers Fertilizer Cooperative Limited	FERTILIZER	200	100.00000	4150	125	62.50000	5/5A-9-(B)		0/500
2	ACK/2021/000110	25/03/2021	Indian Farmers Fertilizer Cooperative Limited	FERTILIZER	1138	227.60000	9500	2	0.40000	6/6A-9		0/500
3	ACK/2021/000129	14/07/2021	Indian Farmers Fertilizer Cooperative Limited	FERTILIZER	840	210.00000	11200	7	1.75000	6/6A-3-(D)		0/500
4	ACK/2022/000146	03/06/2022	Indian Farmers Fertilizer Cooperative Limited	FERTILIZER	1547	696.15000	1472.2	1547	696.1500C	6/6A-7-(K)		0/50/
5	ACK/2022/000147	04/06/2022	Indian Farmers Fertilizer Cooperative Limited	FERTILIZER	1200	540.00000	1472.2	73	32.85000	6/6A-2-(K)		0/500
6	ACK/2022/000148	13/08/2022	Indian Farmers Fertilizer Cooperative Limited	FERTILIZER	12880	5796.00000	1472.2	12880	5796.000C	5,6/5A-6-(I),6A-11-(I),5A-8-(I),6A-4-(I),5A-2-(I),5A-7- (I),6A-12-(I),5A-10-(I),5A-1-(I)		0/500
7	WHRNN/2021/000001	19/09/2021	NAFED Vijayawada	BENGAL GRAM	410	205.00000	5960	410	205.00000	2/2A-5		0/500
8	WHRNN/2021/000002	21/06/2021	NAFED Vijayawada	BENGAL GRAM	406	203.00000	5960	406	203.00000	2/2A-5-(A)		0/500
9	WHRNN/2021/000007	23/06/2021	NAFED Vijayawada	BENGAL GRAM	251	125.50000	5960	251	125.5000C	2/2A-5-(B)		0/500
10	WHRNN/2021/000008	24/06/2021	NAFED Vijayawada	BENGAL GRAM	939	469.50000	5960	939	469.5000C	2/2A-3,2A-5-(C)		0/500
11	WHRNN/2021/000009	26/06/2021	NAFED Vijayawada	BENGAL GRAM	451	225 50000	5960	451	225.5000C	2/2A-3-(A)		0/50/
12	WHRNN/2021/000010	29/06/2021	NAFED Vijayawada	BENGAL GRAM BENGAL	450	225.00000	5960	450	225.0000C	2/2A-3-(B)		0/50/
14	WHRNN/2021/000011	12/07/2022	Vijayawada	GRAM BENGAL	923	461.50000	6140	923	224.0000C 461.5000C	22A-1		0/500
15	WHRNN/2022/000013	18/07/2022	Vijayawada	GRAM BENGAL	655	327.50000	6140	655	327.5000C	3/3A-1-(A)		0/500
16	WHRNN/2022/000014 WHRNN/2022/000015	19/07/2022	Vijayawada NAFED Vijayawada	GRAM BENGAL GRAM	500	250.00000	6140	500	250.0000C	2/2A-1-(C)		0/500
17	WHRNN/2022/000016	20/07/2022	NAFED Vijayawada	BENGAL GRAM	1055	527.50000	6140	1045	522.5000C	2/2A-1		0/500
18	WHRNN/2022/000017	24/07/2022	NAFED Vijayawada	BENGAL GRAM	918	459.00000	6140	464	232.0000C	2,3/2A-1,3A-1-(A)		0/500
19	WHRNN/2022/000018	27/07/2022	NAFED Vijayawada	BENGAL GRAM	550	275.00000	6140	550	275.0000C	3/3A-1-(A)		0/500
20	WHRNN/2022/000019	28/07/2022	NAFED Vijayawada	BENGAL GRAM	474	237.00000	6140	474	237.00000	3/3A-2-(A),3A-1-(A)		0/50/
21	WHRNN/2022/000020	29/07/2022	NAFED Vijayawada	BENGAL GRAM	1202	601.00000	6140	1202	601.0000C	3/3A-2-(A)		0/500
22	WHRNN/2022/000021	04/08/2022	NAFED Vijayawada	BENGAL GRAM	465	232.50000	6140	465	232.5000C	3/3A-3-(A)		0/500
23	WHRNN/2022/000022	01/08/2022	NAFED Vijayawada	BENGAL GRAM	563	281.50000	6140	563	281.5000C	3/3A-2-(A)		0/500
24	WHRNN/2022/000023	03/08/2022	NAFED Vijayawada	BENGAL GRAM	453	226.50000	6140	453	226.5000C	3/3A-2-(A),3A-3-(A)		0/500
25	WHRNN/2022/000024	06/08/2022	NAFED Vijayawada	BENGAL GRAM	445	222 50000	6140	445	222.50000	3/3A-3-(A)		



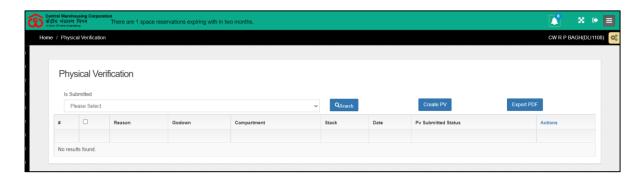
- 46.The "Annexure 1 Statement showing stock position as per warehouse receipts/Acknowledgements" will display the data of all the ACKs/WHRs issued by the warehouse till the cut-off date.
- 47. The IO can provide their remarks against each row in the space provided.
- 48. The IO will check the checkboxes provided against the verification remarks and save the screen by clicking on the "Save" button.
- 49. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 2.



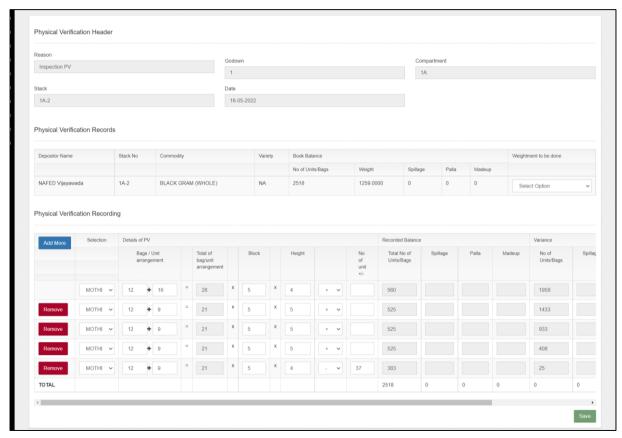
- 50. The "Annexure 2 Statement showing Godown wise/Commodity wise/Depositor wise data" will display the data of all the bags stored in the warehouse as of the cut-off date.
- 51. The IO can provide their remarks against each row in the space provided.
- 52. The IO will check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 53. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 3.



- 54. The "Annexure 3 PV" will display the data of Inspection PV conducted by IO for each stack in the warehouse.
- 55.To conduct the Inspection PV, the user will click on the "Click Here" Hyperlink provided in the right corner of the header.
- 56. This will redirect the user to a PV screen where the IO will start conducting the PV.

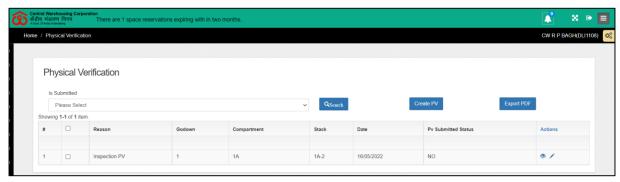


57. The IO will click on the "Create PV" button to start the Physical verification process.

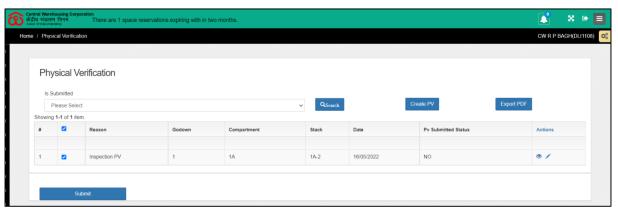


- 58. The IO will first select the godown number, compartment number, and stack number to perform the search. Once done, the IO will be able to view the balance stock as on the date of inspection.
- 59. Then the IO will enter the physical verification records by entering the following details in the "physical Verification Recording" table:
 - a) Selection (Mother Stock, Palla, Spillage, and Mother stock)
 - b) Details of PV
 - i) Bags/Units arrangement
 - ii) Block
 - iii) Height
 - iv) Select (+ or -)
 - v) No of units + or -
 - vi) Spillage
 - vii) Palla
 - viii) Made up
 - c) The user will be able to add multiple rows by clicking on the "Add more" button or remove a row by clicking on the "Remove" button.
 - d) Once done, the IO will save the data by clicking on the save button and continue conducting PV for other stacks.
 - e) The IO can also click on the "Back" button to go back to the list screen

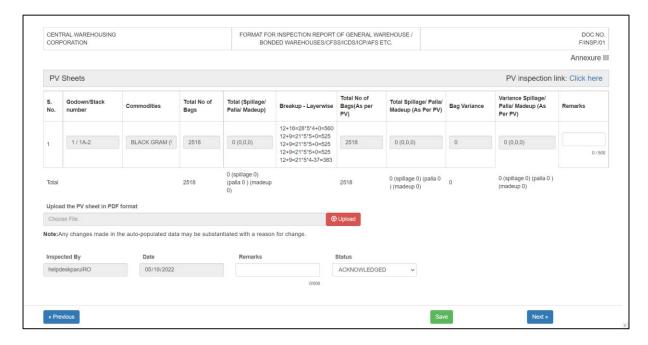
for the final submission of the data.



f) The IO will then click on the checkbox provided on the header to select all rows or select individual rows for submission.



g) Once submitted, the same data will reflect in Annexure 3 of the general inspection.



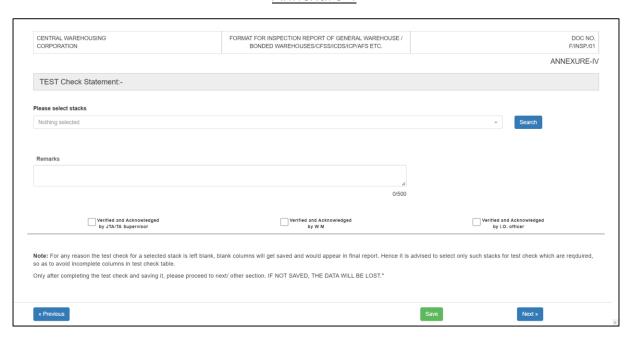
- 60. The IO can also upload the PV data via the upload button provided.
- 61. The IO will save the data by clicking on the "Save" button.
- 62. After saving the details, the IO will click on the next button to proceed to the

next screen, i.e., Annexure 4.

Please Note 1. Annexure 3 – The PV sheet is shifted to the last place to give more time to the IO to make all the necessary entries in the system.

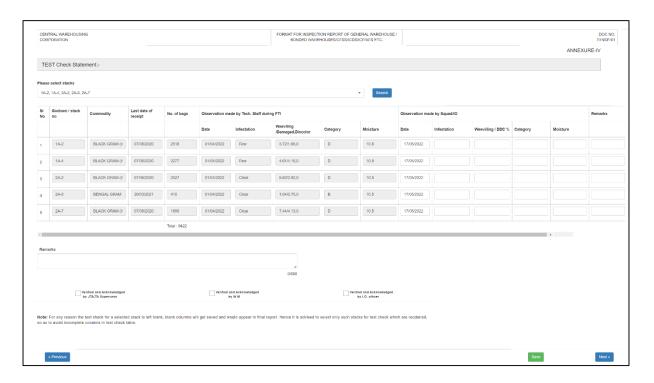
- 2. Once the IO clicks on the save button, any new PV conducted after that point will not reflect in Annexure 3.
- 3. It is crucial to save the data before proceeding to the next screen. Failure to do so, the summary/annexure will not appear in the final report.

Annexure 4

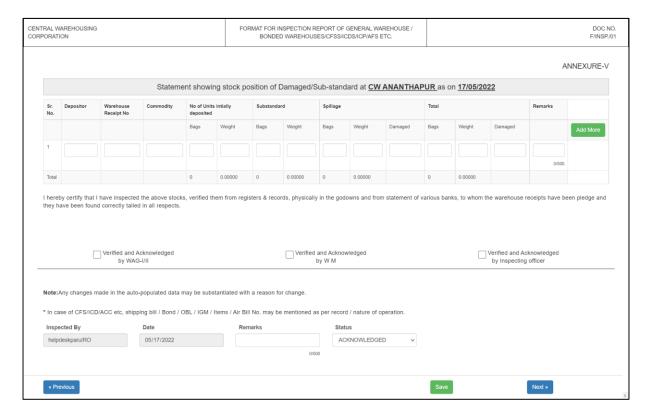


- 63. The "Annexure 4 Test Check Statement" where the IO will perform an inspection of the stock stored in the warehouse.
- 64. The IO will select stack numbers from the list provided and click on the search button.

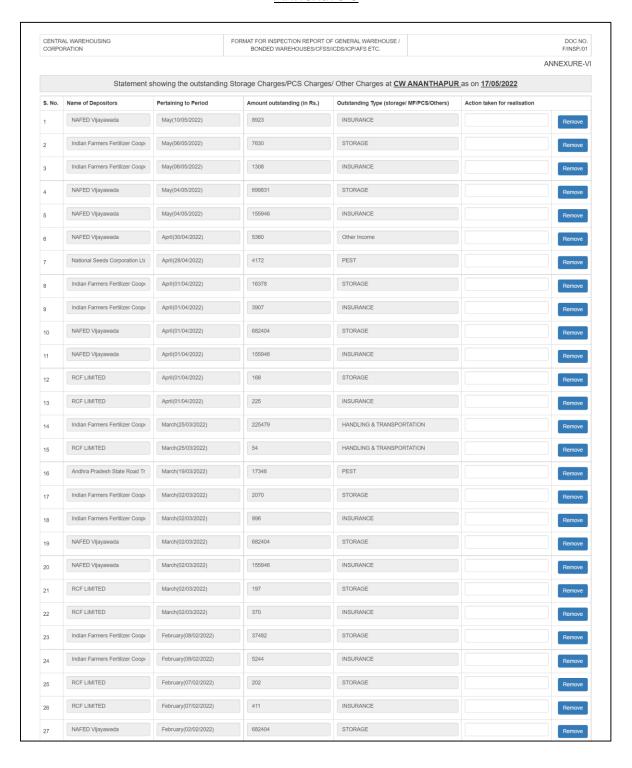
Note: The drop-down will only consist of the stack numbers whose fortnightly inspection was performed in the warehouse, and contains stock as of the cut-off date.



- 65. The IO can enter data for infestation, weeviling/DDC%, Category, moisture, and remarks in the spaces provided.
- 66. The IO will check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 67. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 5.



- 68. The "Annexure 5 Statement showing the stock position of Damaged/Substandard at the respective warehouse" will allow the IO to enter the data of all the damaged stock stored in the warehouse as of the cut-off date.
- 69. The IO can click on the Add more button to add a new row to the table and enter the appropriate details.
- 70. The IO will check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 71. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 6.



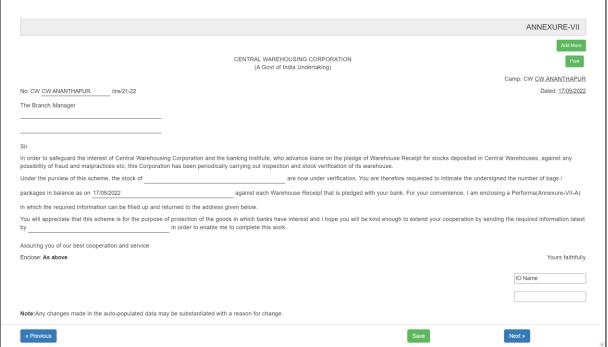
28	NAFED Vijayawada	February(02/02/2022)	155946	INSURANCE	Remove
29	Indian Farmers Fertilizer Coope	January(04/01/2022)	4614	STORAGE	Remove
30	Indian Farmers Fertilizer Coope	January(04/01/2022)	6040	INSURANCE	Remov
31	NAFED Vijayawada	January(04/01/2022)	660422	STORAGE	Remove
32	NAFED Vijayawada	January(04/01/2022)	150947	INSURANCE	Remove
33	Indian Farmers Fertilizer Coope	December(06/12/2021)	2358	STORAGE	Remove
34	Indian Farmers Fertilizer Coope	December(06/12/2021)	1460	INSURANCE	Remove
35	NAFED Vijayawada	December(04/12/2021)	8799	STORAGE	Remove
36	NAFED Vijayawada	December(04/12/2021)	2333	INSURANCE	Remove
37	NAFED Vijayawada	November(05/11/2021)	10	INSURANCE	Remove
38	NAFED Vijayawada	October(01/10/2021)	669221	STORAGE	Remove
39	NAFED Vijayawada	October(01/10/2021)	153280	INSURANCE	Remove
40	NAFED Vijayawada	September(04/09/2021)	691203	STORAGE	Remove
41	NAFED Vijayawada	September(04/09/2021)	158279	INSURANCE	Remove
42	NAFED Vijayawada	August(03/08/2021)	158279	INSURANCE	Remove
43	NAFED Vijayawada	August(03/08/2021)	691203	STORAGE	Remove
44	RCF LIMITED	July(03/07/2021)	71237	STORAGE	Remove
45	RCF LIMITED	July(03/07/2021)	19127	INSURANCE	Remove
46	NAFED Vijayawada	July(02/07/2021)	691203	STORAGE	Remove
47	NAFED Vijayawada	July(02/07/2021)	158279	INSURANCE	Remove
48	RCF LIMITED	June(08/06/2021)	47200	STORAGE	Remove
49	NAFED Vijayawada	June(04/06/2021)	30781	STORAGE	Remove
50	NAFED Vijayawada	June(04/06/2021)	7332	INSURANCE	Remove
51	RCF LIMITED	June(04/06/2021)	19450	INSURANCE	Remove
52	RCF LIMITED	June(04/06/2021)	114540	STORAGE	Remove
53	RCF LIMITED	May(18/05/2021)	48242	STORAGE	Remove
54	RCF LIMITED	May(18/05/2021)	19794	INSURANCE	Remove
55	Indian Farmers Fertilizer Coope	May(17/05/2021)	12256	STORAGE	Remove
56	SRI SUBRAMANYESWARA FE	May(17/05/2021)	3318	STORAGE	Remove
57	NAFED Vijayawada	May(13/05/2021)	7047	Other Income	Remove
58	NAFED Vijayawada	May(06/05/2021)	709483	STORAGE	Remove
59	NAFED Vijayawada	May(06/05/2021)	161951	INSURANCE	Remove
60	NAFED Vijayawada	April(06/04/2021)	625816	STORAGE	Remove
61	NAFED Vijayawada	April(06/04/2021)	161951	INSURANCE	Remove
62	RCF LIMITED	April(05/04/2021)	9732	INSURANCE	Remove
63	RCF LIMITED	March(08/03/2021)	60475	STORAGE	Remove
64	NAFED Vijayawada	March(05/03/2021)	615307	STORAGE	Remove
65	NAFED Vijayawada	March(05/03/2021)	154619	INSURANCE	Remove
66	Indian Farmers Fertilizer Coope	March(02/03/2021)	19614	INSURANCE	Remove
67	RCF LIMITED	March(02/03/2021)	13835	INSURANCE	Remove



- 72. The "Annexure 6 Statement showing the outstanding Storage Charges/PCS Charges/ Other Charges at warehouse" will display the outstanding bill details that are owed by depositors to the warehouse generated in WMS as of the cut-off date.
- 73. The IO can enter their remarks in the space provided against each row.
- 74. The IO can click on the "Add more" button to enter details of any additional outstanding bill, not updated in WMS.
- 75. The IO will save the data by clicking on the "Save" button.
- 76. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 7.

Note: It is crucial to save the data before proceeding to the next screen. Failure to do so, the summary/annexure will not appear in the final report.

Annexure 7

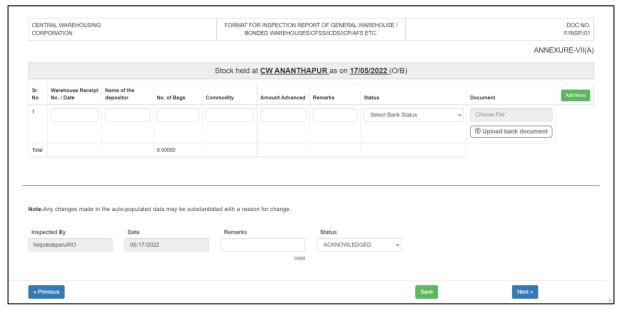


- 77. The "Annexure 7" will display a letter format that is sent to the Banks to gather information regarding loans taken by depositors against the eNWRs issued.
- 78. The IO can enter the appropriate details in the spaces provided.
- 79. The IO can also generate multiple letters by clicking on the "Add more" button and/or, print the letters one at a time by clicking on the "Print" button.
- 80. The IO will save the data by clicking on the "Save" button.
- 81. After saving the details, the IO will click on the next button to proceed to the

next screen, i.e., Annexure 7(A).

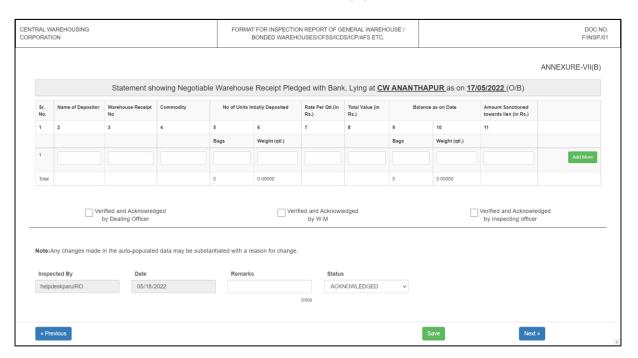
Note: It is crucial to save the data before proceeding to the next screen. Failure to do so, the summary/annexure will not appear in the final report.

Annexure 7(A)

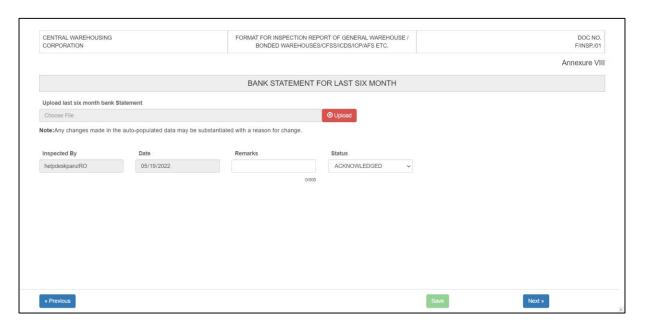


- 82. The "Annexure 7(A)" will contain the information received from the banks regarding the loans issued against the eNWR.
- 83. The IO can enter the appropriate details in the spaces provided, select the status from the dropdown, and upload the document received from the bank.
- 84. The IO can also generate multiple letters by clicking on the "Add more" button to add multiple rows of data.
- 85. The IO will save the data by clicking on the "Save" button.
- 86. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 7(B).

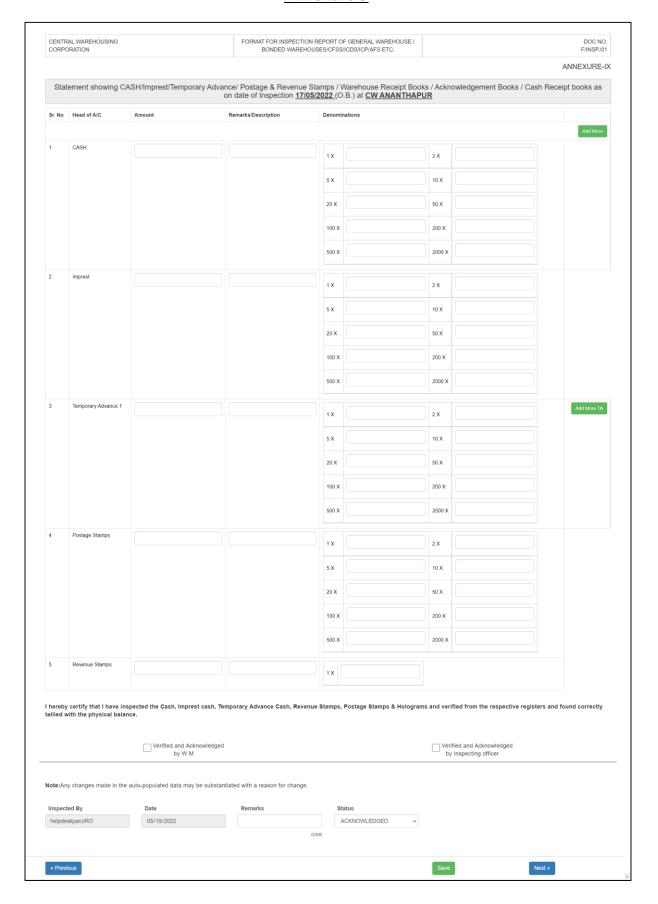
Annexure 7(B)



- 87. The "Annexure 7(B)" will contain information regarding the eNWR's stock lying at a warehouse that is pledged to a bank.
- 88. The IO can enter the appropriate details in the spaces provided and click on the "Add more" button to add multiple rows of data.
- 89. The IO will check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 90. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 8.



- 91.In "Annexure 8 Bank statement," the IO will attach the warehouse's bank statement for the last six months by clicking on the "upload" button.
- 92. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 9.



- 93. The "Annexure 9 Statement showing CASH/Imprest/Temporary Advance/ Postage & Revenue Stamps / Warehouse Receipt Books / Acknowledgement Books / Cash Receipt books as on date of Inspection" will allow the IO to enter the cash holdings of the Warehouse as of date of inspection.
- 94. The IO can enter the appropriate details in the spaces provided and click on the "Add more" button to add multiple rows of data.
- 95. The IO will check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 96. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 10.

Note: It is crucial to save the data before proceeding to the next screen. Failure to do so, the summary/annexure will not appear in the final report.

CENTRAL WAREHOUSING FORMAT FOR INSPECTION REPORT OF GENERAL WAREHOUSE CORPORATION BONDED WAREHOUSES/CFSS/ICDS/ICP/AFS ETC ANNEXURE-X Statement showing the valuation of Stock Inspection as on 17/05/2022 (O.B.) at CW ANANTHAPUR 39540000 109555320 112650000 73321116 113856000 Verified and Acknowledged Verified and Acknowledged by WAG-I/II Note: Any changes made in the auto-populated data may be substantiated with a reason for change ACKNOWLEDGED

Annexure 10

- 97. The "Annexure 10 Statement showing the valuation of Stock Inspection as on date of Inspection" will display the insurance valuation of all the stock updated in WMS.
- 98. The IO can enter their remarks in the provided space, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.

99. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 11.

Note: It is crucial to save the data before proceeding to the next screen. Failure to do so, the summary/annexure will not appear in the final report.

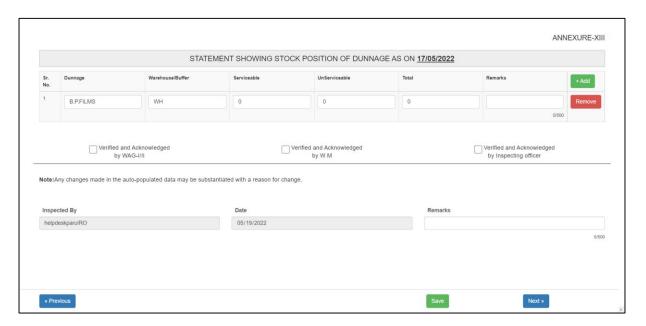
CENTRAL WAREHOUSING FORMAT FOR INSPECTION REPORT OF GENERAL WAREHOUSE. DOC NO BONDED WAREHOUSES/CFSS/ICDS/ICP/AFS ETC ANNEXURE-XI **GUNNIES STATEMENT** STATEMENT SHOWING THE GUNNIES AS ON 17/05/2022 at CW ANANTHAPUR NEW US Total HDPE 5940 7140 Verified and Acknowledged by WAG-I/II/Godown(I/C) Verified and Acknowledged by W M Verified and Acknowledged by Inspecting officer SHS (Second Hand Supply); US(Un-serviceable); GRF (Gunny Register Folio) Certified that gunnies of warehouse has been verified and tallied with physical balance on gunnies register of the warehouse ACKNOWLEDGED

Annexure 11

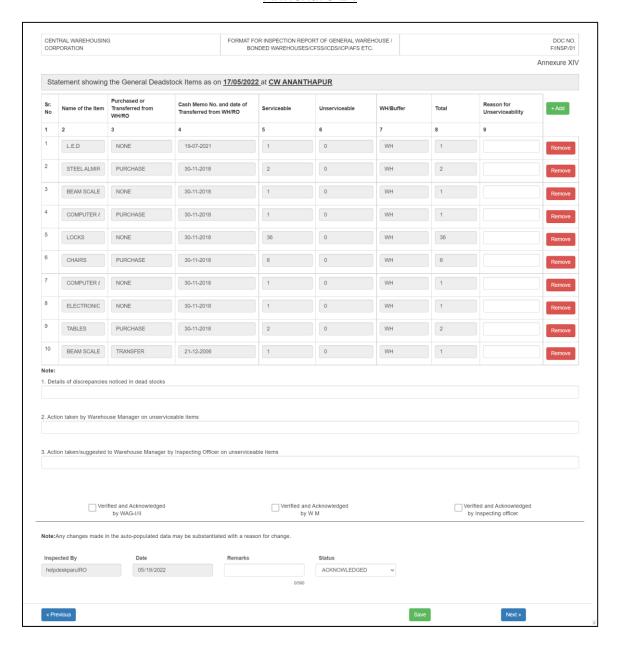
- 100. The "Annexure 11 Statement showing the gunnies as on date of Inspection" will display the stock of gunnies in the warehouse.
- 101. The IO can also click on the "Add more" button to add multiple rows of data.
- 102. The IO will check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 103. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 12.



- 104. The "Annexure 12 Statement showing the stock position of chemicals as on date of Inspection" will display details of the chemical stock in the WMS for the respective warehouse.
- 105. The IO can enter their remarks in the provided spaces, select the sufficiency of the chemical for the next 6 months, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 106. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 13.

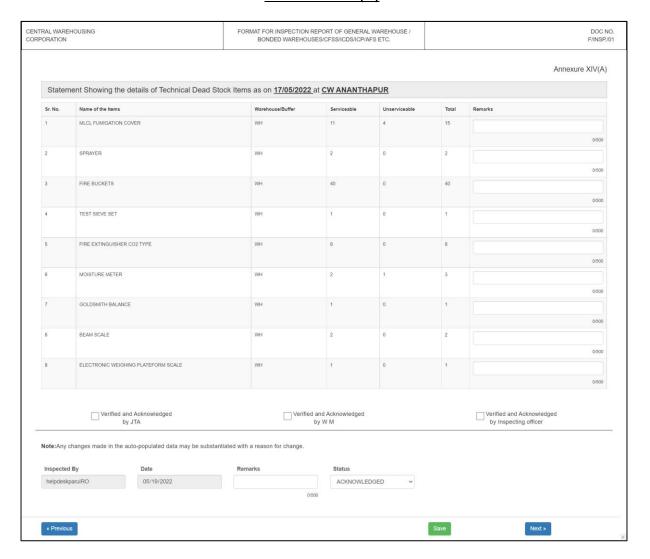


- 107. The "Annexure 13 Statement showing the stock position of dunnage as on date of Inspection" will display details of the dunnage stock stored in the WMS for the respective warehouse.
- 108. The IO can enter their remarks in the provided spaces, add new rows by clicking on the "Add" button, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 109. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 14.

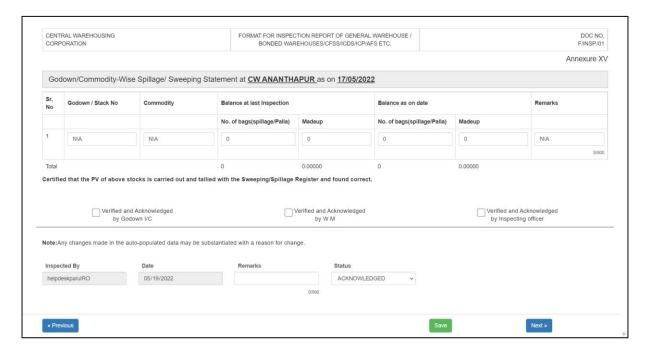


- 110. The "Annexure 14 Statement showing the General Deadstock items as on date of Inspection" will display details of the general deadstock stored in the WMS for the respective warehouse.
- 111. The IO can enter their reason for unserviceability in the provided spaces, add new rows by clicking on the "Add" button, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 112. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 14(A).

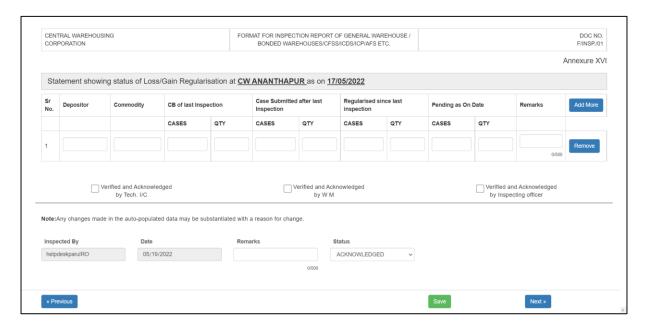
Annexure 14(A)



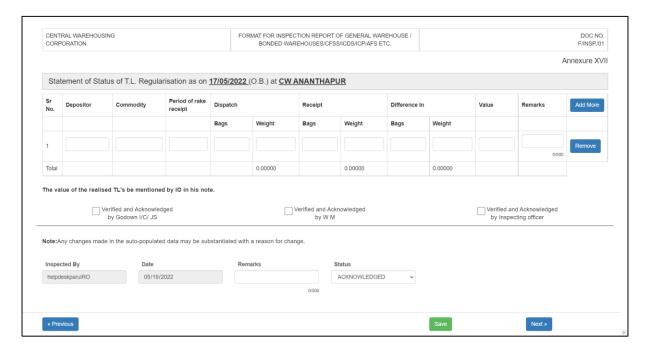
- 113. The "Annexure 14 (A) Statement showing the details of the Technical Deadstock items as on date of Inspection" will display details of the technical deadstock stored in the WMS for the respective warehouse.
- 114. The IO can enter their remarks in the provided spaces, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 115. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 15.



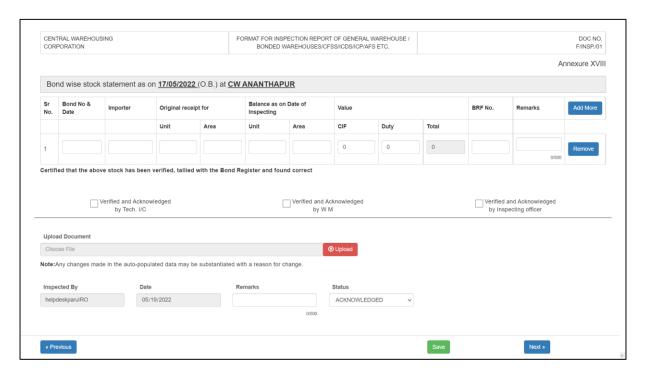
- 116. The "Annexure 15 Godown/Commodity-Wise Spillage/ Sweeping Statement as on date of Inspection" will display details of the spillage & sweeping stored in the WMS for the respective warehouse.
- 117. The IO can enter their remarks in the provided spaces, provide remarks, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 118. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 16.



- 119. The "Annexure 16 Statement showing the status of Loss/Gain Regularisation as on date of Inspection" will allow the IO to enter the details of the Loss/Gain regularization cases of the respective warehouse.
- 120. The IO can add new rows by clicking on the "Add more" button, provide their remarks, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 121. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 17.

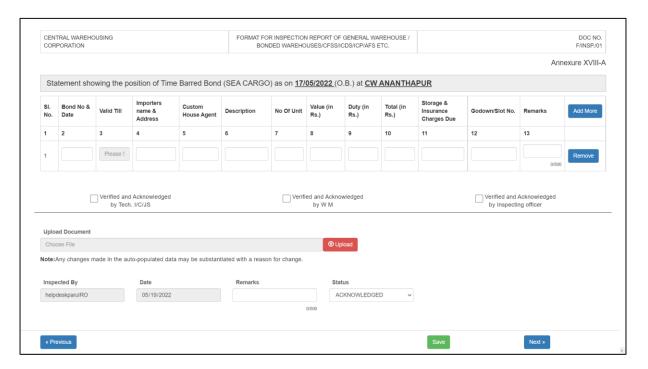


- 122. The "Annexure 17 Statement of Status of T.L. Regularisation as on date of Inspection" will allow the IO to enter the details of the Transit Loss regularization cases of the respective warehouse.
- 123. The IO can add new rows by clicking on the "Add more" button, checking the checkboxes provided against the verification remarks, and saving the data by clicking on the "Save" button.
- 124. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 18.



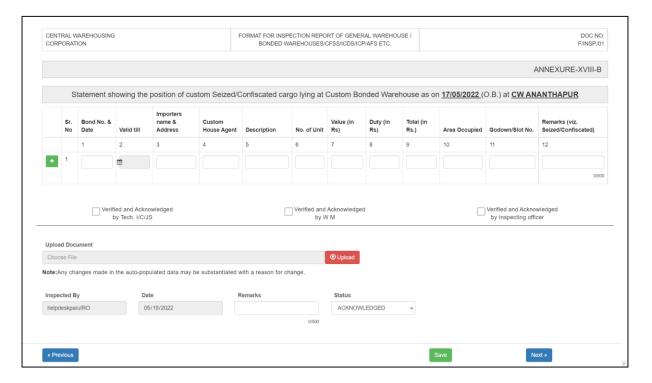
- 125. The "Annexure 18 Bond wise stock statement as on date of Inspection" will allow the IO to enter the details of the Custom bond stock stored in the respective warehouse.
- 126. The IO can add new rows by clicking on the "Add more" button.
- 127. The IO can also upload the bond-wise statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 128. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 18 (A).

Annexure 18(A)



- 129. The "Annexure 18 (A) Statement showing the position of Time-Barred Bond (SEA CARGO) as on date of Inspection" will allow the IO to enter the details of the time-barred stock stored in the respective warehouse.
- 130. The IO can add new rows by clicking on the "Add more" button.
- 131. The IO can also upload the time-barred bond statement by clicking on the "Upload" button, providing remarks, checking the verification remarks and saving the data by clicking on the "Save" button.
- 132. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 18 (B).

Annexure 18(B)

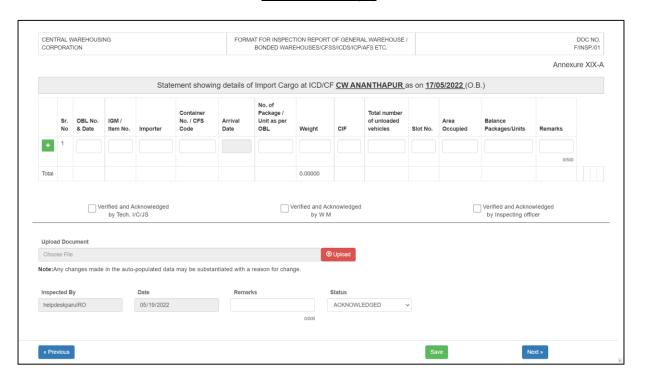


- 133. The "Annexure 18 (B) Statement showing the position of custom Seized/Confiscated cargo lying at Custom Bonded Warehouse as on date of Inspection" will allow the IO to enter the details of the Seized/Confiscated custom's stock stored in the respective warehouse.
- 134. The IO can add new rows by clicking on the "Plus" button.
- 135. The IO can also upload the Seized/Confiscated stock statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 136. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19.



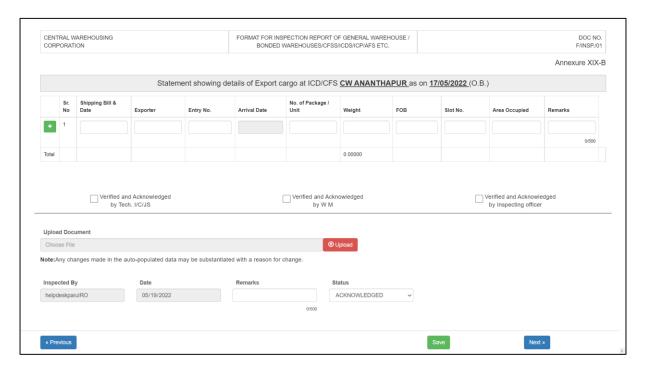
- 137. The "Annexure 19 Master Statement of containers at ICD/CFS at the warehouse as on date of Inspection" will allow the IO to enter the details of the ICD/CFS containers stored in the respective warehouse.
- 138. The IO can add new rows by clicking on the "Add more" button.
- 139. The IO can also upload the master statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 140. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (A).

Annexure 19(A)



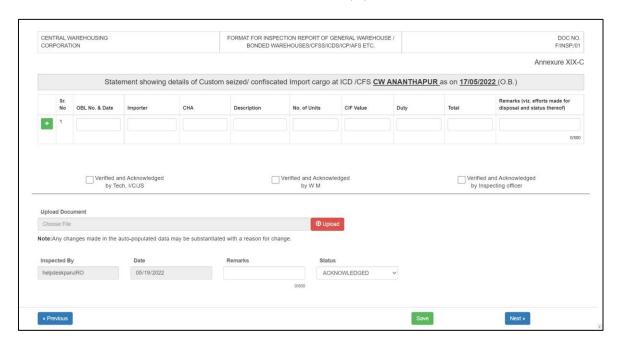
- 141. The "Annexure 19 (A) Statement showing details of Import Cargo at ICD/CFS as on date of Inspection" will allow the IO to enter the details of the ICD/CFS import cargo stored in the respective warehouse.
- 142. The IO can add new rows by clicking on the "Plus" button.
- 143. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 144. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (B).

Annexure 19(B)



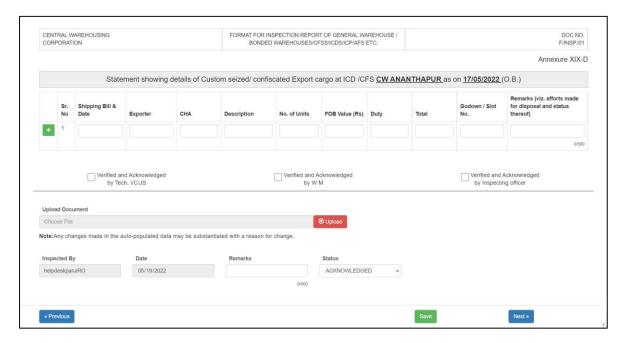
- 145. The "Annexure 19 (B) Statement showing details of Export cargo at ICD/CFS as on date of Inspection" will allow the IO to enter the details of the ICD/CFS export cargo stored in the respective warehouse.
- 146. The IO can add new rows by clicking on the "Plus" button.
- 147. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 148. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (C).

Annexure 19(C)



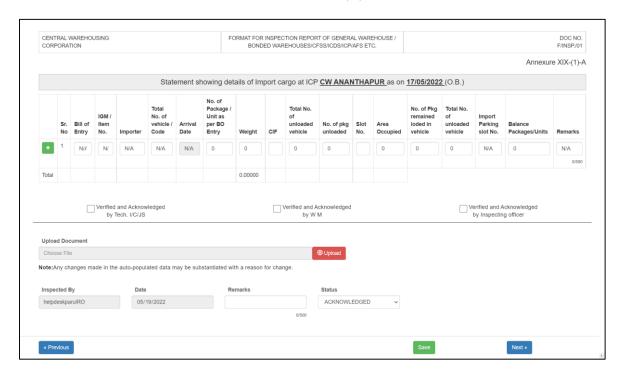
- 149. The "Annexure 19 (C) Statement showing details of Custom seized/confiscated Import cargo at ICD /CFS as on date of Inspection" will allow the IO to enter the details of the ICD/CFS seized/confiscated import cargo stored in the respective warehouse.
- 150. The IO can add new rows by clicking on the "Plus" button.
- 151. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 152. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (D).

Annexure 19(D)



- 153. The "Annexure 19 (D) Statement showing details of Custom seized/confiscated Export cargo at ICD/CFS as on date of Inspection" will allow the IO to enter the details of the ICD/CFS seized/confiscated export cargo stored in the respective warehouse.
- 154. The IO can add new rows by clicking on the "Plus" button.
- 155. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 156. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (1) A.

Annexure 19-(1)-A



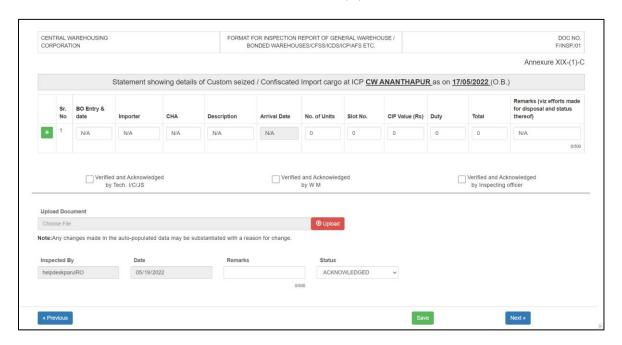
- 157. The "Annexure 19 (1) A Statement showing details of Import Cargo at ICP as on date of Inspection" will allow the IO to enter the details of the ICP import cargo stored in the respective warehouse.
- 158. The IO can add new rows by clicking on the "Plus" button.
- 159. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 160. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (1) B.

Annexure 19-(1)-B



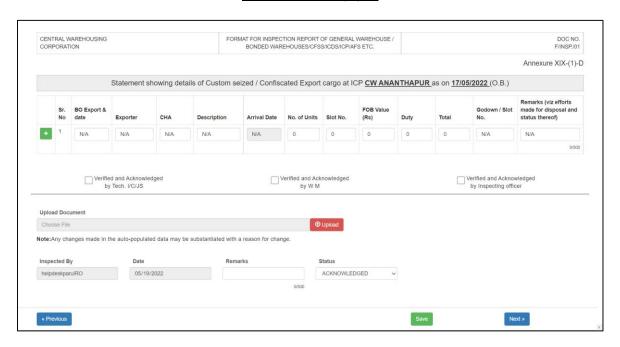
- 161. The "Annexure 19 (1) B Statement showing details of Export cargo at ICP as on date of Inspection" will allow the IO to enter the details of the ICP export cargo stored in the respective warehouse.
- 162. The IO can add new rows by clicking on the "Plus" button.
- 163. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks and saving the data by clicking on the "Save" button.
- 164. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (1) C.

Annexure 19-(1)-C

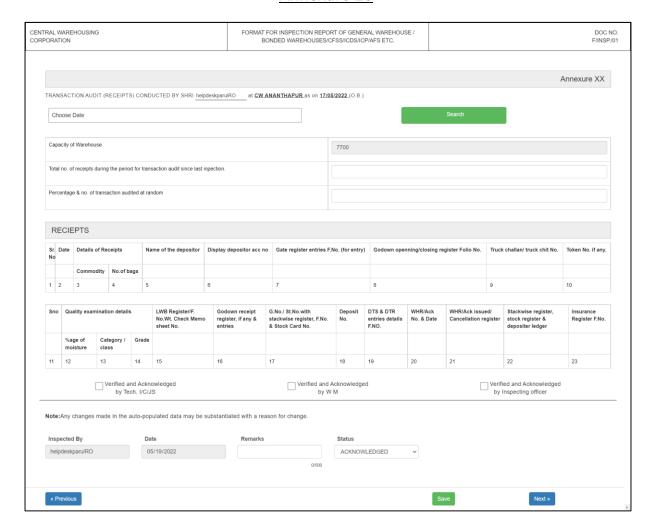


- 165. The "Annexure 19 (1) C Statement showing details of Custom seized/confiscated Import cargo at ICP as on date of Inspection" will allow the IO to enter the details of the ICP seized/confiscated import cargo stored in the respective warehouse.
- 166. The IO can add new rows by clicking on the "Plus" button.
- 167. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks and saving the data by clicking on the "Save" button.
- 168. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 19 (1) D.

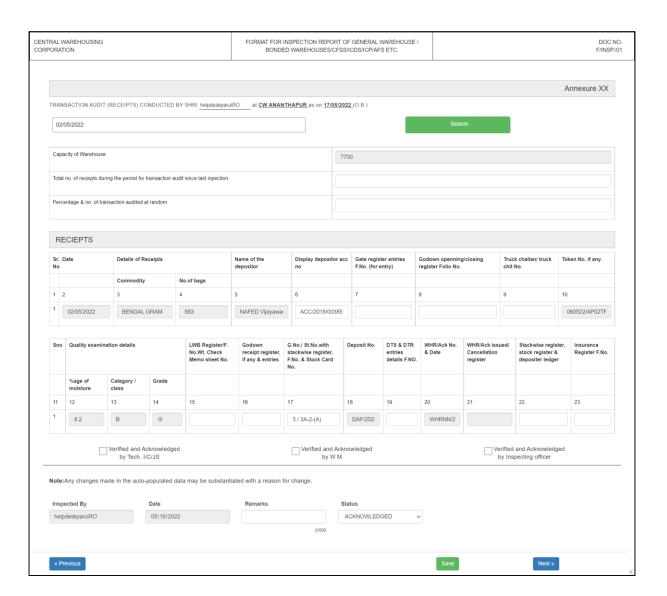
Annexure 19-(1)-D



- 169. The "Annexure 19 (1) D Statement showing details of Custom seized/confiscated Export cargo at ICP as on date of Inspection" will allow the IO to enter the details of the ICP seized/confiscated export cargo stored in the respective warehouse.
- 170. The IO can add new rows by clicking on the "Plus" button.
- 171. The IO can also upload the statement by clicking on the "Upload" button, providing remarks, checking the verification remarks, and saving the data by clicking on the "Save" button.
- 172. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 20.

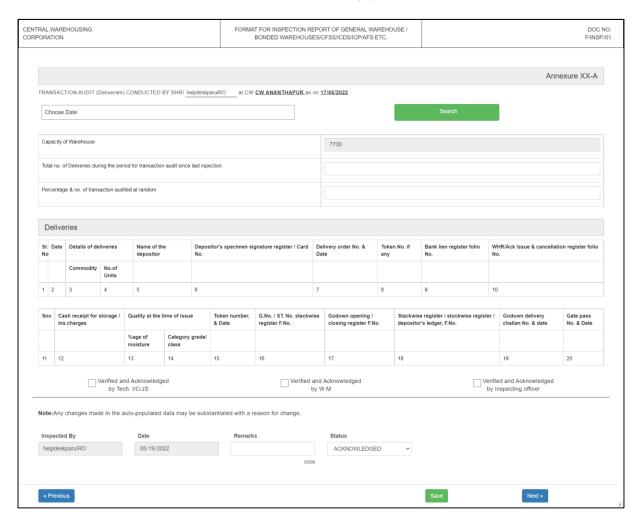


173. The "Annexure 20 - Transaction audit (receipts) as on date of Inspection" will allow the IO to select multiple dates to audit the receipt entries made in the warehouse on the respective dates.

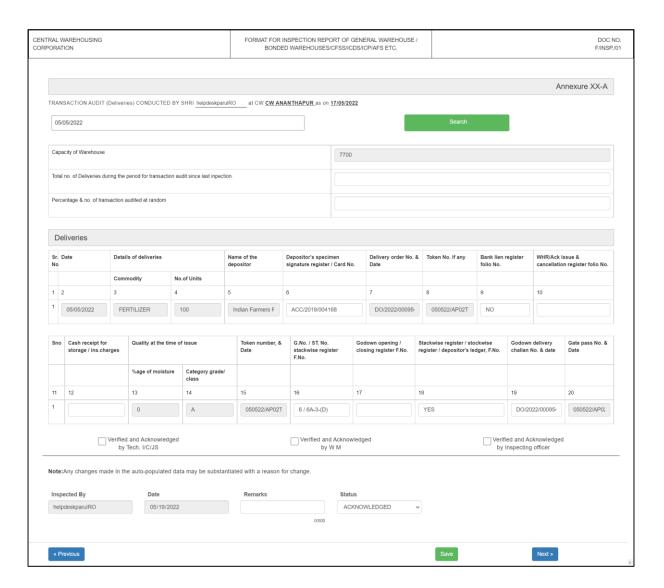


- 174. The IO can add appropriate details in the spaces provided, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 175. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 20 (A).

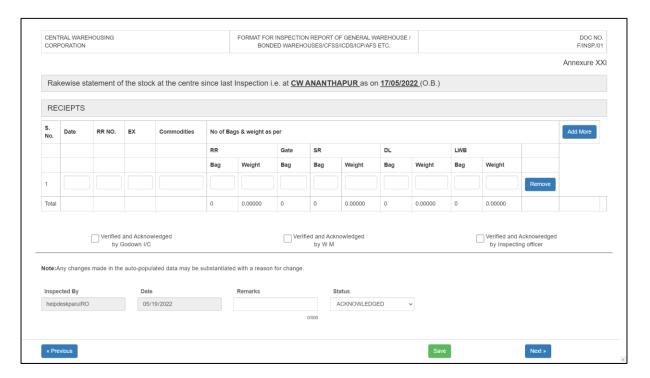
Annexure 20(A)



176. The "Annexure 20 (A) - Transaction audit (Deliveries) as on date of Inspection" will allow the IO to select multiple dates to audit the receipt entries made in the warehouse on the respective dates.

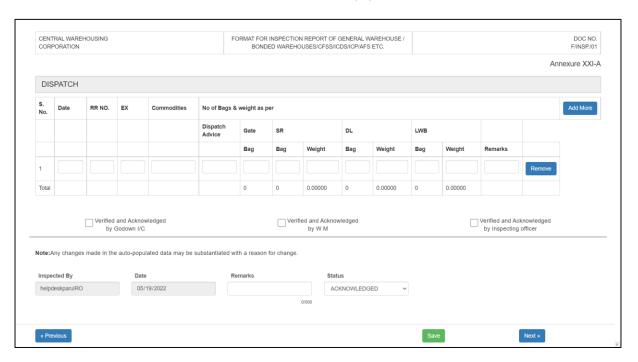


- 177. The IO can add appropriate details in the spaces provided, check the checkboxes provided against the verification remarks, and save the data by clicking on the "Save" button.
- 178. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 21.



- 179. The "Annexure 21 Rakewise statement of the stock at the centre since the last Inspection" will allow the IO to enter the details of the rail receipt entries for the respective warehouse.
- 180. The IO can add new rows by clicking on the "Add more" button, checking the checkboxes provided against the verification remarks, and saving the data by clicking on the "Save" button.
- 181. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 21 (A).

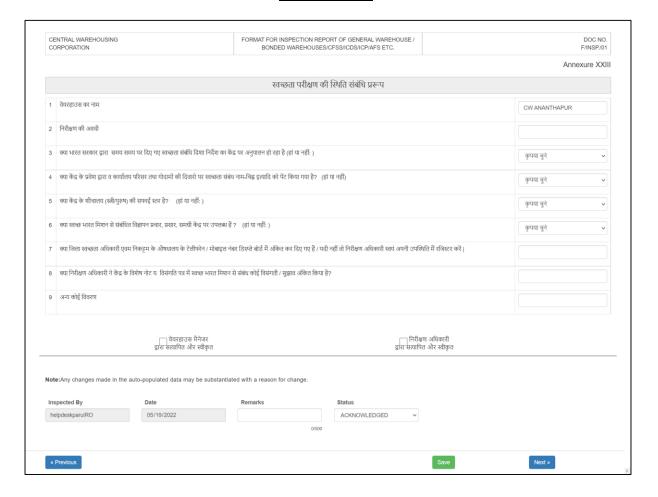
Annexure 21(A)



- 182. The "Annexure 21 (A) Rakewise statement of the stock at the centre since the last Inspection" will allow the IO to enter the details of the rail dispatch entries for the respective warehouse.
- 183. The IO can add new rows by clicking on the "Add more" button, checking the checkboxes provided against the verification remarks, and saving the data by clicking on the "Save" button.
- 184. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 22.

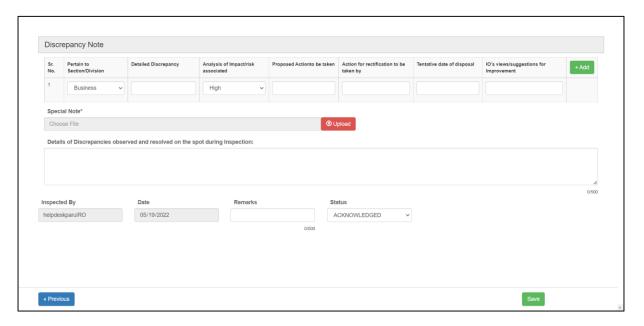


- 185. The "Annexure 22 Hindi Annexure" will allow the IO to enter answers in the questionnaire provided.
- 186. The IO can check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 187. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Annexure 23.



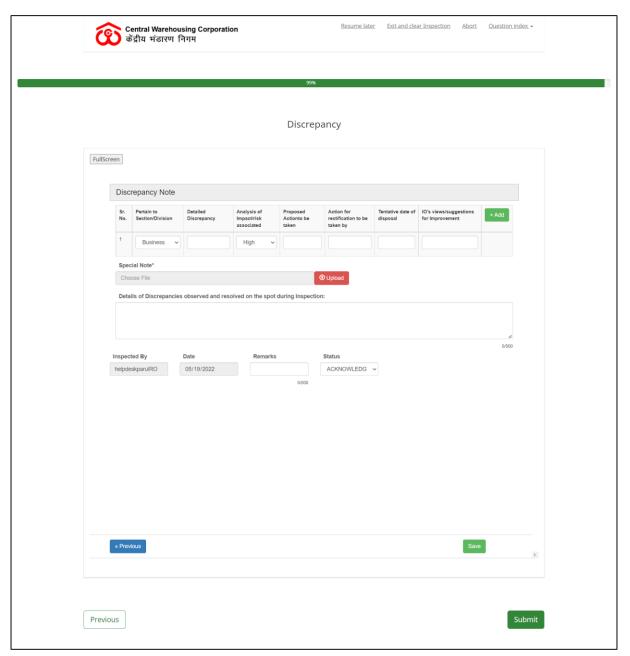
- 188. The "Annexure 23 Hindi Annexure" will allow the IO to enter answers in the questionnaire provided.
- 189. The IO can check the checkboxes provided against the verification remarks and save the data by clicking on the "Save" button.
- 190. After saving the details, the IO will click on the next button to proceed to the next screen, i.e., Discrepancy Note.

Discrepancy Note



- 191. In the Discrepancy note, the IO can enter details of all the discrepancies observed by him during the inspection period along with the risk.
- 192. The IO can add new rows by clicking on the "Add" button, uploading a special note via the upload button provided, and entering other details of spot correction in the space provided.
- 193. The IO will then click on the "Save" button to save the details entered.
- 194. Once all the forms are saved, the IO will submit the final report by following the below-mentioned steps:

Original Link window → **Question Index** → **Discrepancy Note**



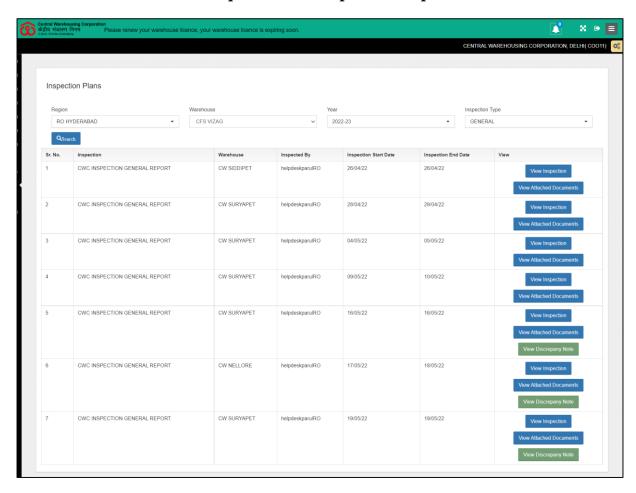
- 195. The system will redirect the user to the above-attached screen where the IO can submit the report by clicking on the "Submit" button.
- 196. Once submitted, the link will expire and no longer work.

(User – HOD Inspection, RO, Warehouse)

F. Inspection Report

1. The respected users can view the inspection report submitted by the Inspecting officer through the Inspection Report screen.

Inspection >> Inspection Report



2. The user can view the report and download the same.