



CENTRAL WAREHOUSING CORPORATION  
केंद्रीय भंडारण निगम  
A GOVERNMENT OF INDIA UNDERTAKING

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# WAREHOUSE MANAGEMENT SOLUTION

## USER MANUAL H & T

Table of Contents

H&T ..... 3  
(User - RO)..... 3  
    **1. Manage Contractors**..... 3  
(User - WHM) ..... 11  
    **1. Work Slips**..... 11

# H&T

## (User - RO)

### 1. Manage Contractors

- 1) H & T contracts are configured by the RO.
- 2) The user can click on the “Manage contractors” sub-menu to view the associated screen.

Showing 1-10 of 27 items.

S.No.	Contractor Name	Branch Name	GST No	Tendor No	Type Of Contract	Start Date	End Date	Status	Action
1	JD	ASSETC	575754646453454	122	TRANSPORT	01/04/2020	31/03/2021	RUNNING	Edit View Extend
2	JD	ASSETC	575754646453454	122	HANDLING	01/04/2020	31/03/2021	RUNNING	Edit View Extend
3	JD	ASSETC	575754646453454	122	CASUALLABOUR	01/04/2020	31/03/2021	RUNNING	Edit View Extend
4	gupta trading	ASSETC	757654654549887	87676	CASUALLABOUR	24/04/2020	31/03/2021	RUNNING	Edit View Extend
5	gupta trading	ASSETC	757654654549887	87676	HANDLING	24/04/2020	31/03/2021	RUNNING	Edit View Extend
6	gupta trading	ASSETC	757654654549887	87676	TRANSPORT	24/04/2020	31/03/2021	RUNNING	Edit View Extend
7	Abhishek	ASSETC	657675675675675	456	TRANSPORT	01/04/2020	31/03/2022	RUNNING	Edit View Extend
8	Abhishek	ASSETC	657675675675675	456	CASUALLABOUR	22/04/2020	31/03/2022	RUNNING	Edit View Extend
9	Abhishek	ASSETC	657675675675675	456	HANDLING	01/04/2020	31/03/2022	RUNNING	Edit View Extend
10	singhla	ASSETC	767868768768765	123	CASUALLABOUR	10/04/2020	31/03/2021	RUNNING	Edit View Extend

« 1 2 3 »

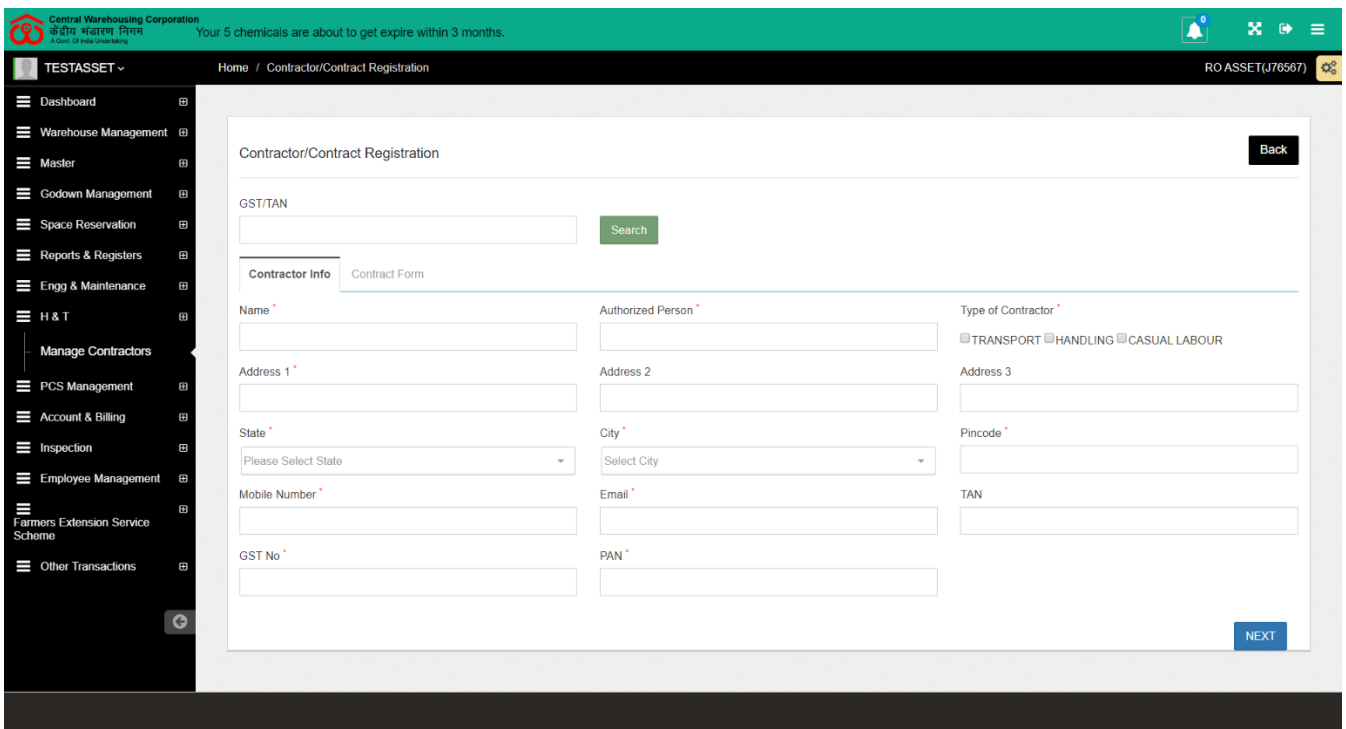
### 3) Listing

- a) The user will be able to view a list of the contract created in the past with details such as:

- i) Contractor name
- ii) Branch name
- iii) GST no.
- iv) Tender No
- v) Type of contract
- vi) Start Date
- vii) End Date
- viii) Status
- ix) Action items:
  - (1) Edit
  - (2) View
  - (3) Extend
- x) The user will be able to search for a record by entering the respective details in the input area in the table header.
- xi) The user can click on the “Reset Search” button to reset the search applied.

#### 4) Add new Contractor/Contract

- a) Clicking on the “Add new Contractor/Contract” button on the top right corner will redirect the user to the respective screen.



- b) The user will be able to search for an existing contractor through their GST no.; the contractor’s information will be auto-fetched

accordingly.

c) The user can add a new contractor/contract by providing the following details under the “Contractor Info” tab:

- i) Name\*
- ii) Authorized Person\*
- iii) Type Of Contract\*
  - (1) Transport
  - (2) Handling
  - (3) Casual Labour

**Note: The user can select single or multiple options from the ones available.**

- iv) Address 1\*
- v) Address 2
- vi) Address 3
- vii) State\*
- viii) City\*
- ix) Pincode\*
- x) Mobile no\*
- xi) Email\*
- xii) TAN
- xiii) GST No.\*
- xiv) PAN\*

**Note: All the fields marked with \* are mandatory.**

d) Clicking on the “Next” button will take the user to the next tab “Contract Form.”

Central Warehousing Corporation  
 केंद्रीय भंडारण निगम  
 A Unit of State Warehousing

Your 5 chemicals are about to get expire within 3 months.

TESTASSET v Home / Contractor/Contract Registration RO ASSET(J76567)

Dashboard Warehouse Management Master Godown Management Space Reservation Reports & Registers Engg & Maintenance H & T Manage Contractors PCS Management Account & Billing Inspection Employee Management Farmers Extension Service Scheme Other Transactions

### Contractor/Contract Registration

GST/TAN

Contractor Info **Contract Form**

#### Transport Contract

Warehouse Name\* Start Date\* End Date\*

Tender Number\*

Source Type*	Source Name*	Destination Type*	Destination Name*	Avg Time (HR)*	Distance in KM*	Rate(Per KM/ Per Qty.)	Volume (MTons)	Is Two-Way?*	Action
Select type	Select Source	Select Type	Select Source	0	0	₹ Rate Slabs	0		+

#### Handling

Warehouse Name\* Start Date\* End Date\*

Tender Number\*

Activity*	Rate*	Rate per bag for bag weight				Remarks*	Action
		UPTO 25 KG*	26-50 KG*	51-75 KG*	76-100 KG*		
Select Activity							+

#### Casual Labour Contract

Warehouse Name\* Start Date\* End Date\*

Tender Number\* Rate\*

Cancel Submit

e) The user will be able to enter the following information under the “Contract Form” tab:

**i) Transport Contract**

- (1) Warehouse name\*
- (2) Start Date\* (Auto-populate with current date)
- (3) End Date\* (Auto-populate with the date; one year from the current)
- (4) Tender Number\*

**Note: The information entered above will auto-populate under the “Handling” and “Casual Labour Contract” sections.**

- (5) Source Type\*
- (6) Source Name\*
- (7) Destination Type\*
- (8) Destination Name\*

(9) Avg Time (Hr)\*

(10) Distance in KM

(11) Rate (Per Km/Per QTL)

(a) Rate slabs button will display a popup for the rate slab configuration.

From Kms *	To Kms *	Rate(Per KM/ Per Mt) *	Action
0	5	8	+
			-

Save changes

(b) The user will be able to enter the following details:

(i) From Kms\*

(ii) To Kms\*

(iii) Rate(Per KM/per MT)\*

(iv) Action

1. Add another row to define different rate slab.

(c) Clicking on the "Save changes" button will freeze the rates defined.

(12) Volume (M Tons)

(13) Is Two Way?\* (checkbox: This will create another row for the return trip with similar fields as described above)

(14) Action (Button: To add new rows)

## ii) Handling

(1) Warehouse name\*

(2) Start Date\* (Auto-populate with current date)

(3) End Date\* (Auto-populate with the date; one year from the current)

(4) Tender Number\*

(5) Activity\*

(6) Rate\*

(7) Up to 25 Kg\*

(8) 25 – 50 Kg\*

- (9) 50-75 Kg\*
- (10) 75-100 Kg\*
- (11) Remarks\*
- (12) Action (Button: To add more activities)

### **iii) Casual Labor**

- (1) Warehouse name\*
  - (2) Start Date\* (Auto-populate with current date)
  - (3) End Date\* (Auto-populate with the date; a year from the current)
  - (4) Tender Number\*
  - (5) Rate\*
- f) Clicking on the “Submit” button will save the contract.
- g) Clicking on the “Cancel” button will cancel the contract creation.

### **5) Edit Contract**

- a) Clicking on the “Edit” button will redirect the user to the “Edit contract screen.”



Central Warehousing Corporation  
 केंद्रीय भण्डारण निगम  
 Your 5 chemicals are about to get expire within 3 months.

TESTASSET | Home / Hnt Master Contractors / Edit Contractor and Contract Detail | RO ASSET(J76567)

Dashboard | Warehouse Management | Master | Godown Management | Space Reservation | Reports & Registers | Engg & Maintenance | H & T | PCS Management | Account & Billing | Inspection | Employee Management | Farmers Extension Service Scheme | Other Transactions

### Edit Contractor and Contract Detail

Contractor Details | **Contract details** | Back

#### Transport Contract

Warehouse Name: ASSETC | Start Date: 01/04/2020 | End Date: 31/03/2021  
 Tender Number: 122

Source Type	Source Name	Destination Type	Destination Name	Avg Time	Distance in KM	Rate(Per KM/Per Cdt.)	Volume (MTons)	Is Two-Way?
WAREHOUSE	ASSETC	RAILHEAD	RAIL HEAD 1	2	12	₹ Rate Slabs	1200	☑
WAREHOUSE	ASSETC	RAILHEAD	Railhead-002	3	11	₹ Rate Slabs	1500	☑

#### Handling

Warehouse Name: ASSETC | Start Date: 01/04/2020 | End Date: 31/03/2021  
 Tender Number: 122

Activity	Rate	Rate per bag for bag weight				Remarks	
		UPTO 25 KG	25-50 KG	51-75 KG	76-100 KG		
1 (3) (i) (a) - Unloading from wagons / tr	N/A	4	5	6	7	DONE	+
1 (10) (i) (c) - Filling Gummies up to prese	N/A	0	0	0	0	0DONE	✖

#### Casual Labour Contract

Warehouse Name: ASSETC | Start Date: 01/04/2020 | End Date: 31/03/2021  
 Tender Number: 122 | Rate: 340

Cancel | Submit

- b) The user will be able to edit contract details as required.
- c) The user will also be able to edit the casual labor charges by clicking on the “Plus” icon under the casual labor contract section. A new row will be populated to update labor charges.

Casual Labour Contract

Warehouse Name ASSETC	Start Date 01/04/2020	End Date 28/4/2020
Tender Number 122	Rate 340	+

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Warehouse Name ASSETC	Start Date 29/04/2020	End Date 31/03/2021
Tender Number 122	Rate 340	+

- d) The user will be able to edit the start date of the contract. The same be updated in the previous row.
- e) The user will be able to enter the new rate and, the same will be applicable from the respective start date.
- f) Clicking on the “Submit” button will save the changes made.

## (User - WHM)

### 1. Work Slips

- 1) The WHM will be able to generate Work slips for their H&T contracts.
- 2) Clicking on the “Work Slip” sub-menu, the user will be redirected to the respective screen.

ASSETC - Home / Work Slip

There are 24 space reservations expiring within two months. Please renew your warehouse licence, your warehouse licence is expiring.

ASSETC(HGJ67)

Work Slip

+ Add New Work Slip

Showing 1-10 of 17 items.

Contractor	Depositor name	Commodity	Work Slip Number	Type Of Work Slip	Work Slip Date	Print
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
JD	N/A	N/A	J67/2020/0022	CLABOUR	Apr 26, 2020	<a href="#">Print</a>
Singhla	N/A	N/A	J67/2020/0019	CLABOUR	Apr 25, 2020	<a href="#">Print</a>
Abhishek	N/A	N/A	J67/2020/0018	CLABOUR	Apr 22, 2020	<a href="#">Print</a>
Singhla	FCI	RICE (Non-Basmati)	J67/2020/0015	CLABOUR	Apr 22, 2020	<a href="#">Print</a>
Singhla	N/A	N/A	J67/2020/0014	CLABOUR	Apr 22, 2020	<a href="#">Print</a>
Singhla	FCI	RICE (Non-Basmati)	J67/2020/0013	HANDLING	Apr 22, 2020	<a href="#">Print</a>
Singhla	FCI	RICE (Non-Basmati)	J67/2020/0012	TRANSPORT	Apr 22, 2020	<a href="#">Print</a>
CWC	N/A	N/A	J67/2020/0011	CLABOUR	Apr 15, 2020	<a href="#">Print</a>
CWC	FCI	RICE (Non-Basmati)	J67/2020/0010	HANDLING	Apr 15, 2020	<a href="#">Print</a>
CWC	FCI	RICE (Non-Basmati)	J67/2020/0009	TRANSPORT	Apr 15, 2020	<a href="#">Print</a>

< 1 2 >

### 3) Listing

- a) The user will be able to view a list of work slips generated till-date with the following information:
  - i) Contractor
  - ii) Depositor Name
  - iii) Commodity
  - iv) Work Slip Number
  - v) Type of Work Slip
  - vi) Work Slip Date
  - vii) Action (Button: To print the work slip generated)
- b) The system will generate three types of work slips for each contract respectively.
  - i) **Transport**

Central Warehousing Corporation  
 There are 24 space reservations expiring with in two months. / Please renew your warehouse licence, your warehouse licence is expiring.

ASSETC (HGJ67)

**CENTRAL WAREHOUSING CORPORATION** WORKSLIP FOR TRANSPORTATION CONTROLLED DOCUMENT NO. F/ CD/ H&T/ WS/ 01-B

**WORKSLIP FOR TRANSPORTATION**

Sr. No. : J67/2020/0012 Central Warehouse: ASSETC

Name of Contractor : singha Period for Contract date: 01-04-2020 to 31-03-2021

Name of Depositor : FCI Commodity: RICE (Non-Basmati) Work slip (Work done) date: 22-04-2020

Sl. No.	Particulars of Operations	Contract Item no	Quantity Handled		Remarks
			No. of Bags/Unit	Weight (in Qtl.)	
1.	RAILHEAD (RAILHEAD-001) to WAREHOUSE (ASSETC)		1200	600	done
2.	WAREHOUSE (ASSETB) to WAREHOUSE (ASSETC)		500	250	done

Signature of H&T Contractor with Seal      Signature of representative of Depositor with Seal      Signature of Godown Incharge (s)      Signature of Warehouse Manager with Seal

## ii) Handling

Central Warehousing Corporation  
 There are 24 space reservations expiring with in two months. / Please renew your warehouse licence, your warehouse licence is expiring.

ASSETC (HGJ67)

**CENTRAL WAREHOUSING CORPORATION** WORKSLIP FOR HANDLING CONTROLLED DOCUMENT NO. F/ CD/ H&T/ WS/ 01-A

**WORKSLIP FOR HANDLING**

Sr. No. : J67/2020/0013 Central Warehouse: ASSETC

Name of Contractor : singha Period for Contract date: 01-04-2020 to 31-03-2021

Name of Depositor : FCI Commodity: RICE (Non-Basmati) Work slip (Work done) date: 22-04-2020

Sl. No.	Particulars of Operations	Contract Item no	Handling Contract height layer	No. of Bags/Handled**				Remarks
				Up to 25 kg	25 to 50kg	51 to 75kg	76 to 100 kg	
1.	1 (3) (i) (a) - Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 10 high	1 (3) (i) (a)	up to 10 high	50				DONE
2.	1 (3) (i) (a) - Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 10 high	1 (3) (i) (a)	up to 10 high		100			DONE
3.	1 (3) (i) (a) - Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 10 high	1 (3) (i) (a)	up to 10 high			900		DONE
4.	1 (3) (i) (a) - Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 10 high	1 (3) (i) (a)	up to 10 high				200	DONE

\*\* Weight Categories of bags handled can be suitably modified

Signature of H&T Contractor with Seal      Signature of representative of Depositor with Seal      Signature of Godown Incharge (s)      Signature of Warehouse Manager with Seal

### iii) Casual Labor

ASSETC (HGJ67)

Print

CENTRAL WAREHOUSING CORPORATION WORKSLIP FOR CASUAL LABOUR ENGAGED CONTROLLED DOCUMENT NO. F/ CD/ H&T/ WS/ 01-C

WORKSLIP FOR CASUAL LABOUR ENGAGED

Sr. No. : J67/2020/0022 Central Warehouse: ASSETC

Work slip (Work done) date: 28-04-2020

Name of Contractor : JD Period for Contract date: 01-04-2020 to 31-03-2021

Sl. No.	Particulars of Operations	Contract Item no	No. of Casual Labours Engaged	Remarks
1.	FUMIGATION		5	
2.	CLEANING		5	

Signature of H&T Contractor with Seal      Signature of representative of Depositor with Seal      Signature of Godown Incharge (s)      Signature of Warehouse Manager with Seal

### 4) Add New Work Slip

- a) Clicking on the “Add new Work Slip” button will redirect the user to the respective screen.
- b) Work slips can be generated fro three types of contracts.

#### i) Transport

ASSETC (HGJ67)

Back

Generate Work Slip

Work slip (Work done) date : 15/05/2020 Contractor : vsprint (765765765675675) / T - 2104 Search

Depositor : FCI Comodity : PADDY (Non-Basmati)

Address: test | test | test NEW DELHI DELHI  
 Mobile Number: 9023245534  
 GST/TIN Number: 765765765675675 / 1234567865  
 Last Workslip Date : 2020-04-09 00:00:00

Transport

Sr No	Work Particulars	Number Of Bags	Weight in Qtl.	KMS	Rate (Per KM/ Per Qtl.)	Amount(₹)
1	WAREHOUSE (ASSETC) to RAILHEAD (RAILHEAD-001)	100	50	20	40	40000.00
1	RAILHEAD (RAILHEAD-001) to WAREHOUSE (ASSETC)	30	035	020	40	28000.00
2	WAREHOUSE (ASSETC) to RAILHEAD (Railhead-002)	030	50	18	40	36000.00
Total :			136.00000		Total Amount :	104000.00

REMARKS

SAVE

- (1) The user will be able to search for the respective record by selecting the values of:
  - (a) Work Slip date\*
  - (b) Contractor\*
- (2) Clicking on the “Search” button will fetch the related details of the contract.
- (3) The user will be able to generate a work slip by entering the following details:
  - (a) Depositor\*
  - (b) Commodity\*
  - (c) Contract particulars:
    1. Number of Bags
    2. Weight in QTL
    3. KMS
  - (d) Remarks
- (4) Clicking on the “Save” button will save the work slip generated.

## ii) Handling

Central Warehousing Corporation  
 केंद्रीय भंडारण निगम  
 K.C. Chatterjee Bhawan

There are 24 space reservations expiring with in two months. Please renew your warehouse licence, your warehouse licence is expiring :

ASSETC v ASSETC(HJ67)

Generate Work Slip Back

Work slip (Work done) date\* :  Contractor\* :  Search

Depositor\* :  Commodity\* :

Address: HAUZKHAS | HAUZKHAS | HAUZKHAS NORTH DELHI  
 Mobile Number: 9023253356  
 GST/TIN Number: 987654325465768 / GHU6757656  
 Last Workslip Date : 2020-04-15 00:00:00

Handling

Sr.No	Work Particulars	No. of Bags	Rate Per Bag(₹)	Amount(₹)
1	Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 10 high	<input type="text" value="0"/>	7	0.00
	Bags 26 To 50 Kg			
2	unstacking from Platform / shed and loading into wagons / trucks	<input type="text" value="0"/>	4	0.00
	Bags 26 To 50 Kg			
3	Unloading from wagons / trucks and stacking on godowns - conventional stacks - beyond 21 high	<input type="text" value="0"/>	9	0.00
	Bags 26 To 50 Kg			
4	Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 20 high	<input type="text" value="0"/>	8	0.00
	Bags 26 To 50 Kg			
5	Unloading from wagons / trucks and stacking on godowns - conventional stacks - up to 16 high	<input type="text" value="0"/>	8	0.00
	Bags 26 To 50 Kg			
Total Units :		0	Total Amount :	0

REMARKS

SAVE

- (1) The user will be able to search for the respective record by selecting the values of:
  - (a) Work Slip date\*
  - (b) Contractor\*
- (2) Clicking on the “Search” button will fetch the related details of the contract.
- (3) The user will be able to generate a work slip by entering the following details:
  - (a) Depositor\*

- (b) Commodity\*
- (c) Contract particulars:
  1. Number of Bags
- (d) Remarks

(4) Clicking on the “Save” button will save the work slip generated.

### iii) Casual Labor

Central Warehousing Corporation  
 There are 24 space reservations expiring with in two months. Please renew your warehouse licence, your warehouse licence is expiring :

ASSETC vspirit (765765765675675) /CL - 2104

Generate Work Slip Back

Work slip (Work done) date : 10/05/2020 Contractor : vspirit (765765765675675) /CL - 2104 Search

Address: test | test | test NEW DELHI DELHI  
 Mobile Number: 9023245534  
 GST/TIN Number: 765765765675675 / 1234567865  
 Last Workslip Date : 2020-04-09 00:00:00

Sr. No	Work Particulars	No. of Casual Labours Engaged(₹)	Rate Per Casual Labour(₹)	Amount(₹)	Action(₹)
1		0	1234	0.00	<span>+</span>
Total Units :		0	Total Amount :	0	

REMARKS

SAVE

- (1) The user will be able to search for the respective record by selecting the values of:
  - (a) Work Slip date\*
  - (b) Contractor\*
- (2) Clicking on the “Search” button will fetch the related details of the contract.
- (3) The user will be able to generate a work slip by entering the following details:
  - (a) Depositor\*
  - (b) Commodity\*
  - (c) Contract particulars:
    1. Work Particulars\*
    2. No. of Casual Labor Engaged
    3. “Plus” icon to add new rows
  - (d) Remarks



(4) Clicking on the “Save” button will save the work slip generated.