

Proforma for Inspection Report of Storage Godown utilized for the storage of procured rice

1. Date of Inspection:-
2. Time of Inspection:-
3. Name & Designation of Enquiring Officer:-
4. Name of the Godown:-
5. Address of the Godown:-
6. Type of Godown(RIDF/SWC/CWC/Govt.FSD/Hired):-
7. Name of District:-
8. Capacity of the Godown:-
9. Probable Measurement of the Godown(LXBXH):-
10. **Regarding condition of the storage godown:-**
 - a) Whether the condition of the godown is satisfactory and storage worthy? If not, mention the defects in brief.
 - b) Whether the storage godown is maintained in hygienic condition or not?
 - c) Whether the godown is equipped with weighbridge facility or not? If not wherefrom the weighment of stocks of rice is being made.
 - d) Whether approach road leading to the godown and the inside roads are in good condition and truckable?
11. **Regarding stacking pattern:-**
 - a) Whether standard stacks (30ftx20ft with maximum 20 layers of bags have been built up or not?
 - b) Whether proper alleyways and gangways in between the stacks have been maintained or not?
 - c) Whether stack cards have been prominently displayed in each stack or not and every entry regarding receipt and delivery as well as quality control treatment under taken have been recorded in the stack cards or not.
12. **Regarding maintenance of books of accounts:**

Whether the following basic registers are maintained and updated by the Godown Incharge and verified?

 - i) Stock Register
 - ii) Receipt Register.
 - iii) Delivery Register.
 - iv) WQSC Register.
 - v) Stack wise Register.
 - vi) Gunny Bag Register.

(N.B. :- In case of non maintenance of relevant registers, clarification/explanation of the Godown Incharge to be obtained and enclosed with the report)
13. **Maintenance of Registers by Quality Control Inspector/Sub-Inspector.**

Whether the following basic registers are maintained & updated by Quality Control Inspector and verified ?

 - i) Quality Control Treatment Register.
 - ii) Classification & Categorization Register.

- iii) Quality Control Equipment & Pesticide Register.
- iv) Analysis Register.
- v) Priority Register.

(N.B. :- In case of non maintenance of relevant registers, clarification/explanation of the Quality Control Inspector to be obtained and enclosed with the report)

14. Verification of stocks found on the date of inspection.

(A) Stock Position of Rice as per Book Balance(on the date of inspection):-

- a) Central Pool:-Bags.....Quintal.
- b) State Pool:-Bags.....Quintal.
- c) Total:-Bags.....Quintal.

(B) Stock Physically found on counting of bags/weighmen(on the date of inspection)

- a) Central Pool:-Bags.....Quintal.
- b) State Pool:-Bags.....Quintal.
- c) Total:-Bags.....Quintal.

© Discrepancies detected (Excess/Shortage):-

- a) Central Pool:-Bags.....Quintal.
- b) State Pool:-Bags.....Quintal.
- c) Total:-Bags.....Quintal.

(D)Admissible Shortage:-

- a) Central Pool:-Quintal.
- b) State Pool:-Quintal.
- c) Total:-Quintal.

(N.B. Maximum admissible storage loss @ 0.25% for storage of stocks for a period of 3 months & @ 0.50% for storage of stocks beyond 3 months)

(E)Actual Discrepancies in stocks(after adjusting admissible shortage):-

- a) Central Pool:-Quintal.
- b) State Pool:-Quintal.
- c) Total:-Quintal.

(N.B. In case of excess in stocks or excess shortage, suitable clarification to be obtained from the Godown Incharge and to be accompanied with the inspection report)

- 15. Whether the moisture content of stocks has been verified? If yes, indicate the detected moisture content. If the moisture content is detected beyond tolerance limit, clarification/explanation of the Quality Control Inspector/Sub-Inspector should be obtained and enclosed with the report.
- 16. Whether the overall condition and quality of the stored stocks was verified and found in good condition for delivery through Public Distribution System? If not, mention reasons thereof.
- 17. Whether the stocks are pest infested or not ?

18. Whether quality control treatment with required pesticides on regular interval is carried out or not and date of last treatment? if not reasons/clarification of the Quality Control Inspector to be obtained and enclosed with the report.
19. Whether the Godown Incharge has followed FIFO rules while delivery of stocks? If not clarification to be obtained and enclosed with the report.
20. Whether godown has been computerized and receipt & delivery are being effected through computerized system or not? If not clarification to be obtained & enclosed with the report.
21. Any other points which the enquiring officer thinks fit & proper to highlight for better storage of foodgrains.
22. Name, Designation & signature of Godown Incharge.
23. Name, Designation & signature of Quality Control Inspector/Sub-Inspector.
24. Signature of enquiring officer with his comments, if any.