



GLOBUS WAREHOUSING AND TRADING PVT. LTD.

Standard Operating Procedures- Receipt & Issue of Foodgrains Operation

GLOBUS WAREHOUSING TRADING STANDARD OPERATING PROCEDURE

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|--|--------------|-----|-----|
| RECEIPT & ISSUE OF FOODGRAIN OPERATIONS | S.O.P | | REV |
| | SWO/SOP/2020 | 4.0 | - |

INTRODUCTION

1. Purpose: Procedures for Receipt, Issue & Preservation of Foodgrains in Warehouses.
2. Personnel Concerned:

| Site | Regional Office(Monitoring) | Head Office(Monitoring) |
|------------------------------------|-----------------------------|-------------------------|
| Station Manager | President | CEO |
| Add. Station Manager | DGM | General Manager |
| Deputy Manager | Admin Officer | DGM |
| Asst. Manager | | Manager |
| Weighbridge Operator | | Asst. Manager |
| Supervisor | | |
| Godown Asst. | | |
| ASO | | |
| Security Shift Incharge/Supervisor | | |
| Security Guards | | |
| Safai KaramChari | | |

3. Reference: Please refer to earlier SOP's : GWTPL/WOP/2013/6.1
4. Originator: Office of the CEO, New Delhi.
5. Distribution: Headquarter, Regional Office, Station Managers and Security Division.

RECEIPT / ISSUE OPERATION

| S. No. | Role Name/Title | Belong To Function | Role in Process | Experience Requirements | First Person Responsible (FPR) or Second Person Responsible (SPR) | Critically of Role H= High M=Medium L=Low |
|--------|--------------------|--------------------|-----------------|-------------------------|---|--|
| 1 | Receipt Operations | Site | | | | |
| 2 | Issue Operations | Site | | | | |

1. At the main gate, where the trucks/ vehicles enter & leave, two separate registers marked "In-ward & Out-ward" shall be maintained. As the name suggests, both the registers shall record all the details of trucks/vehicles (whether empty or loaded) entering and leaving the godown premises respectively in the prescribed columns. The full details as to the date, truck no. (empty or loaded), commodity, time of arrival, gate pass, truck chit no. etc. shall be recorded and signatures of the truck driver recorded in the respective inward/ outward register.
2. It should be ensured that no truck enters/ leave the premises without proper entry in the registers prescribed for the purpose.
3. It is very essential that no space is left blank in the pages of the gate registers, leaving a room for subsequent entries.
4. The truck chits/ gate pass for "IN" & "OUT" transactions shall along-with photographs of front & rear side of vehicles on the weighbridge are required to be arranged in serial order every day

5. The trucks/ vehicles are required to be weighed on the weigh bridge at the time of entering and leaving the godown premises to arrive at the net weight of the foodgrains received/ issued from the warehouse. The weigh bridge operators/ depot officials & Station Managers should thoroughly understand about rules and regulations relating determination of accurate weight at the time of receipt and issue operations and are required to follow the instructions circulated through the weigh bridge related SOP No GWTPL/WOP/2013/1.0.

6. In case of receipt of wheat and paddy stocks, the same are directly stacked after unloading after due recording of the moisture, whereas in case of rice, the same are dumped on the platform for quality and quantity checks. The rice stocks dumped on platform is subjected to quality

checks and once TA/ Quality staff of FCI accepts the same, the rice stock is subjected to 10% weighment to ascertain standardization of bags. In case the stocks fail in quality or quantity parameters, the same are rejected and the millers are advised to take them away. The timely lifting of such rejected stocks is to be ensured by the concerned Station Manager. However After clearance of quality and quantity checks by the Quality and depot personnel, the lesser of the two weights i.e. weigh bridge weight and weight arrived after test checking is taken for accounting purpose and recorded in Master Ledgers in case the foodgrains are stacked on some other day of dumping. However if consignments are stacked on the day of dumping after quality acceptance, then the 100% Lorry Weighbridge weight is taken in records. 10% weighment of such consignments will be done to confirm that the bags are of standard nature in weight.

7. During issue of the foodgrains, the quality control officials give priority of stocks. Following the priority, the rice stocks are accordingly issued after due entries in the IN & OUT registers and after weighment on the weigh bridge. At the time of issue of stocks, it is again essential to record the moisture to determine storage loss. It is very essential to ensure that food-grain stocks are issued against FCI gate passes.

8. A statement of receipt/ issue is generated on daily basis and the same is duly entered in the stack-wise register, shed-wise register and finally in the Master Ledgers.

9. It is essential to convey the daily transactions to Delhi/ Chandigarh office in the DWSR Performa/ Software/ Link to IT SOP (as applicable). It is also very essential to enter the daily transactions in IISFM software. Similarly Station Managers will ensure that all transactions on the weighbridge are available on weigh pro web site of M/s Pungrain.

10. The other operations relating receipt/ issues are proper recording of entries in stack cards, stack registers etc. Based on daily transaction of receipt/ issue operations, the storage loss/ gain is worked out based on the difference in receipt & issue moisture at the time of issues as per norms

fixed by FCI/ Pungrain and the same is also accounted for in the various ledgers including Master ledgers.

11. During receipt/ issue operations, the spillages are bound to occur. The same are essentially required to be collected on daily basis, cleaned and then stored in the respective stacks after proper accounting of no. of bags.

12. The instructions relating loading of rakes are required to be followed as detailed hereunder :-

i) The movement plan be communicated to all immediately on receipt of the same from FCI.

ii) On receipt of the priority for loading of rakes, the information on the following Performa be worked out and forward the same to RO, Chandigarh and HO, Delhi along-with the copy of the priority list.

PERFORMA

- a) Name of Centre
- b) Commodity to be loaded
- c) Source of receipt of stock for storage
- d) Date of issue of stocks.

| Sl. No. | Stack No. | Date of storage | No. of bags Record | Receipt Wt. in qtls./Kgs/Gms | No. of bags dispatched | Issue Wt. in qtls./Kgs/Gms | Receipt Moisture | Issue Moisture | Stg.Loss/gain | Remarks |
|---------|-----------|-----------------|--------------------|------------------------------|------------------------|----------------------------|------------------|----------------|---------------|---------|
| 1. | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |
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Note:-

- I. The information in respect of columns 1 to 5 & 8 be filled up and forward the copy of the same to RO/HO before loading of the rake i.e. immediately on receipt of the priority list.
- II. The no. of bags loaded with net weight be intimated through mail/ SMS immediately on loading of the rake.
- III. The tentative information in respect of columns 6, 7, 9 & 10 be sent to HO Delhi immediately after loading of special, based on the information available with our staff.
- IV. The complete information in the above Performa be sent after due certification by Pungrain/ FCI indicating details of permissible Stg. Loss/gain as the case may be in the remarks column.

Authorized Signatory:
Chief Executive Officer
Head Office
New Delhi

Effective Date

Key Personnel Contact Details

| Name | Designation | Warehouse | Contact Number | E-mail ID |
|-------------------------|----------------------------|-----------|----------------|--|
| Mr. Gaurav Katoch | Chief Executive Officer | All Site | 9971056278 | gauravkatoch@gwtpl.co |
| Mr. Deepak Sharma | Senior Regional Manager | All Site | 9034393866 | deepaksharma@gwtpl.co |
| Mr. Basu Dev | Manager (HR & Admin) | All Site | 9910636611 | basu@gwtpl.co |
| Mr.Dharampal | Station Manager | Abohar | 9416155005 | abohar@gwtpl.co |
| Mr.Samuder Singh | Regional Manager | Budhlada | 9414092922 | budhlada@gwtpl.co |
| Mr.Darshan Singh | Additional Station Manager | Budhlada | 9815212102 | budhlada@gwtpl.co |
| Mr. Bharat Kapil | Station Manager | Maur | 9166550849 | maurmandi@gwtpl.co |
| Mr Rahul Saroch | Station Manager | Moga-1 | 9915842757 | moga1@gwtpl.co |
| Mr. Kuldip Singh | Cluster Manager | Moga-2 | 9815482884 | moga2@gwtpl.co |
| Rahul Sharma | Station Manager | Muktsar-1 | 70095-34467 | muktsar1@gwtpl.co |
| Mr. Rajinder Kumar | Station Manager | Muktsar-2 | 6280234627 | muktsar2@gwtpl.co |
| Mr. Vijay Kumar Salonki | Cluster Manager | Tapa | 9414948890 | tapamandi@gwtpl.co |
| Mr. Rohit Waliya | Dy. Regional Manager | Malout | 7009717095 | smmalout@gwtpl.co |
| Mr. Om Parkash | Regional Manager | Malout | 7009434572 | sm.malout@gwtpl.co |
| Mr.Randeep Singh | Station Manager | Patti | 9501866511 | patti@gwtpl.co |
| Mr.Surinder Singh | Manager (Quaility) | Patti | 7087003868 | patti@gwtpl.co |
| Mr. Baljeet Singh | Station Manager | Patti | 9888119626 | patti@gwtpl.co |