



GLOBUS WAREHOUSING AND TRADING PVT. LTD.

Standard Operating Procedure-Station Operation & Administration

GLOBUS WAREHOUSING TRADING
STANDARD OPERATING PROCEDURE

<u>SOP RELATING STATION OPERATIONS / ADMINISTRATION</u>	S.O.P		REV
	SWO/SOP/2020	2.0	-

INTRODUCTION

1. Purpose: **SOP RELATING STATION OPERATIONS / ADMINISTRATION**

2. Personnel Concerned:

Site	Regional Office (Chandigarh)	Headquarter
Station Manager	President	CEO
Addl. Station Manager	DGM	General Manager
Deputy Manger	Admin Officer	DGM
Asst. Manager		Manager
Weighbridge Operator		Asst. Manager
Supervisor		
Godown Asst.		
IT Asst.		
Technical Asst.		

3. Originator: Office of the CEO, New Delhi

4. Distribution: Headquarter, Regional Office, Station Managers and Security Division.

1. GENERAL INTRODUCTION

To handle day to day operations, following categories of staff are deployed in our warehouses.

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	Station Manager	Site	Heading all operations			
2	Technical Assistants	Site	Handling quality of the stocks			
3	Depot Assistants	Site	Handling quantity of stocks			
4	IT Assistants	Site	To maintain installed IT equipments for efficient communications			
5	Security Officials	Site	Ensuring security of food grains and other assets			
6	Sweepers	Site	To clean the godown premises and keep installations in spic & span conditions			

The following major operations are carried out in our warehouses.

1. Receipt of food-grains
2. Preservation of food grains
3. Dispatch of food-grains

While carrying out various above mentioned activities involved in day to day operations, all the statutory norms prescribed and modified by the Govt. are followed meticulously.

The gazetted holidays, norms for casual leave, sick leave and earned leave as fixed and modified from time to time are duly followed.

Normal timings for depot operations are 9 AM to 5 PM. However on the day of placement of rakes, the depot office timings vary starting from 6 AM to 10 PM.

2. DAILY OPERATIONS

The stocks stored belong to FCI/Pungrain and as an investor, we are to deploy personnel to verify the correctness of the receipt/despatch of the stock by deploying the work force. The records to be maintained are elaborated in **SOP relating receipt/issue operations, weigh bridge operations, warehouse lock and key procedures, warehousing stacking management procedures**. During storage, the food-grains are given prophylactic and curative treatment to keep the food-grains free from pests all the time. The details of chemical treatment are incorporated in the related SOP i.e **“Use of hazardous chemicals in food-grain Management”**.

As per terms of the contract, it is mandatory to daily feed the stock account status in the IRRS software maintained by FCI and transmit the data to central server through internet.

The monthly statement of the receipt and issue of stock, chemicals consumed are passed on to FCI/Pungrain certifying the health of the stocks. Based on these operations, monthly rent is paid to the investor by FCI through Pungrain.

3. DAILY REPORTING/ PERIODIC INSPECTIONS

In order to keep a control on all the activities an internal daily reporting system has been put in place. Station Managers are reporting daily activities in **DWSR format (Copy attached as Annexure-A)**. This format covers very comprehensive information of daily activities like receipt/issue/closing balance of the food-grains, utilisation and closing balance of chemicals, Prophylactic and curative treatment undertaken etc.

Apart from above periodical inspections are also carried out by senior functionaries and report in the **prescribed inspection format** (Copy attached as Annexure-B) are submitted for apprising the status to Higher Management. In Delhi and Chandigarh office, the storage and gain of the stocks is monitored very closely on each occasion of dispatches and thereafter on monthly basis. On noticing any developments, which are not as per norms fixed by FCI/Pungrain, corrective actions are taken by way of meetings and through correspondence.

Strict instructions have been issued to field functionaries to report any untoward incidents through phone or mail. They have also been advised to share the communications received from FCI/Pungrain relating warehousing operations. The site inspection register are also maintained to take actions on any adverse remarks given by visiting FCI/Pungrain officers.

4. MAINTENANCE OF EQUIPMENTS

In order to carry out daily operations, various equipments are also provided in each warehouse like, tractor, Spray pumps, Vacuum cleaners, Moisture Meters, weighing equipments etc. etc. These equipments especially weigh bridges are got stamped from weight and measure deptt. on yearly basis. The AMC of the weigh bridges has also been given to OEM (Original equipment manufacturer). The moisture meters are got calibrated on every receipt operations to ensure accurate recording of the moisture. The maintenance of other equipments are also carried out from time to time.

5. RESULTS

The efforts put in by the company have widely been appreciated by various visiting officers of FCI/Pungrain apart from other Govt. officers. The security and surveillance system supported with cameras help in getting the latest activities happening at sites.

Authorized Signatory:

The
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 Reginal Manager	All Site	9034393866	deepaksharma@gwtpl.co
Mr. Basu Dev	Manager (HR & Admin)	All Site	9910636611	basu@gwtpl.co
Mr. Pankaj Suri	Dy. Reginal Manager	All Site	9811547077	Pankaj.suri@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. Kuldeep Singh	Cluster Manager	Moga-2	9815482884	moga2@gwtpl.co
Mr.Guranditta	Station Manager	Muktsar-1	7087300862	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. Reginal Manager	Malout	7009717095	smmalout@gwtpl.co
Mr. Om Parkash	Reginal 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