



भांडागणविकासऔरविनियामकप्राधिकरण

भारतसरकार



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हौज़खास, नईदिल्ली-110016, दूरभाष 011 :-49092487/49092994/49092978/49536496

Warehousing Development and Regulatory Authority

Govt. of India

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New Delhi – 110016, Tel. No. 011-49536496/49092978/49092994/49092487

File No. WDRA/2016/1-1(5)/TechII-Part(1)/2337

Date: 09.01.2024

To

Authorized Representative

M/s One Cert International Private Limited /

M/s NABARD Consultancy Services Private Limited/

M/s National Productivity Council /

M/s Synergy Technofin Pvt. Ltd /

M/s SGNG & Associates/

M/s Bureau Veritas (India) Private Limited/

M/s True Quality Certifications Private Limited /

M/s RIR Certification Pvt. Ltd /

M/s SGS India Pvt. Ltd

Subject: Advisory for Inspections conducted on behalf of WDRA-reg

Sir/Madam,

On perusal of the Inspections conducted by the Inspecting officers and report submitted by ARs of IAs, certain irregularities have been observed despite regular advisory/ directions issued by this office. It must be ensured that following instructions/ guidelines are strictly followed during Inspection.

1. It is pertinent to note that the inspection agency empanelled with Warehousing Development Regulatory Authority shall always adhere to and abide by the WDRA Act 2007("the Act"), rules, regulation and guidelines made there under in essence and entirety. Any misconduct/deviation on the part of agency may be treated as a violation and may incur liability on the empanelled inspection agency as provided under the Act, rules, regulation and guidelines issued.
2. Kindly ensure that Guidelines for Inspection Agencies and Inspection of warehouses, 2022 and further modified time to time should be followed. The important clauses are reproduced as under:
 - (i) Clause 12 (1) The inspection agency shall conduct an inspection within **ten working days** of the receipt of the authorization letter or within such time as may be stipulated by the Authority.
 - (ii) Clause 15 (6) **The inspection agency or its Inspecting Officer shall not**

accept any pecuniary benefits, gifts, donations or obligations from any warehouseman or any of its employees, workers or agents at any time during the period of empanelment.

- (iii) Clause 15 (7) All arrangement for travel, logistics, accommodation etc., necessary for conduct of inspection shall be made by the inspection agency and cost thereof, borne by it.
- (iv) Addendum I and II of Guidelines for Inspection Agencies and Inspection of warehouses, 2022 must be strictly followed for all types of inspections.
- (v) **Stock/Surprise/General Inspection: The IO is allowed to inspect one warehouse per day.**
- (vi) **Physical Inspection: In case, capacities of each warehouse is up to 5000 MT and are within a distance of 25 km, then an IO is allowed to inspect maximum two physical inspections in a day.**
- (vii) Photograph of the Inspecting Officer with Manager/ staff of Warehouse and the name of Warehouse in the background must be ensured
- (viii) **Inspection photographs shall be Time, date and latitude and Longitude (Geo Coordinates) stamped using the available GPS map camera applications.**
- (ix) All IOs must carry a measuring tape and the Photograph of plinth height must be uploaded along with the measuring tape.
- (x) All fields in the inspection report must contain observation of Inspecting Officer.
- (xi) Before visiting a warehouse for Inspection, Inspecting Officer must ensure that Warehouse is not inspected earlier for registration of concerned application of Warehouse.
- (xii) Once the inspection is conducted, it must be ensured that the report is submitted within 5 days.
- (xiii) The Bills must be submitted every month for inspections carried out for that period.
- (xiv) In case of noncompliance, bills are liable to be withheld / not to be paid / deducted.
- (xv) Surrender of inspections should not be done after a long gap and should be submitted with valid reasons by the Authorized representative of Inspection agencies.

In case of Stock/Surprise and General Inspection:

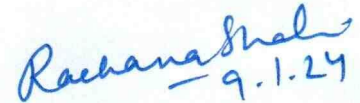
- (xvi) Discrepancy note should be fulfilled properly and all the discrepancies (major/minor) observed during the inspection should be covered in the inspection report. The discrepancy note should be issued to WHM on the spot.
- (xvii) The IOs should conduct the test check weighment and attached the test check weighment statement along with the inspection report.

- (xviii) All the attached statements with the inspection report should be signed by the IO.
- (xix) 3-4 Photographs of inspection should be attached along with the inspection report.
- (xx) The IOs should submit the hard copy of Inspection Report within 5 days of completion of inspection.
- (xxi) The PV sheet should be handwritten by the IOs and each page of Physical Verification sheet should be signed by the IO.
- (xxii) Summary of Physical Verification of stock should be mentioned at the end of PV sheet.
- (xxiii) Some IOs are not fulfilled the details of Equipment's and the statement regarding Status of issue of eNWR/eNNWR in the warehouse. In this statement, the information of "**Quantity for which e NWR/eNNWR not used**" Should be provided clearly/ completely, as generally it's kept blank by the IOs.

Authorized representative of Inspection agencies is requested to strictly comply to above advisory.

This issues with the approval of Competent Authority.

Yours faithfully,

Handwritten signature of Rachana Shalini in blue ink, with the date 9.1.24 written below it.

(Dr. Rachana Shalini)
Dy. Director (Operations)