



भाण्डागारण विकास और विनियामक प्राधिकरण

भारत सरकार

चौथी मंजिल, एन. सी. यू. आई. भवन, 3, सिरी इंस्टीट्यूशनल एरिया,
अगस्त क्रान्ति मार्ग, हौज़खास, नई दिल्ली - 110016, दूरभाष : 49536496

Warehousing Development and Regulatory Authority

Government of India

N.C.U.I. Building, (4th Floor), 3, Siri Institutional Area,

August Kranti Marg, Hauz Khas, New Delhi – 110016

Tel. No. 49536496, 49092994, 49092978, 49092487, Fax-26515503



फाइल नं. - T-21031/2/2022-Technical / 8581

दिनांक: 17.02.2026

ADVISORY FOR INSPECTING OFFICERS

1. It has been mandated that during the inspection of a warehouse, the Warehouseman or the Authorized Representative (AR) shall be present to assist the Inspecting Officer, verify, and cross-sign the inspection report.
2. In the case of PSC/SWC/CWC or any other Government organization, where the Authorized Representative is generally a Regional Head and may not be available during the inspection, the signature of the Warehouse Manager shall be considered acceptable.
3. In the case of PACS/Marketing Committees/Societies and Companies/Partnership Firms, the Authorized Representative shall act as the signatory authority for the inspection report.
4. There have been cases where the Warehouseman/Authorized Representative is not present during inspections, and in some instances, inspections are conducted in the presence of staff members or family members, or in situations of emergency where the WHM is not available for inspection, the Warehouseman shall provide a signed declaration, either prior to or at the time of inspection, to the Inspecting Officer from his/her registered email ID, authorizing a representative for the inspection and accepting full responsibility and accountability for all observations, discrepancies, and findings recorded during the inspection. (Copy of Declaration format is attached)
5. The Inspecting Officer shall attach the declaration received from the Warehouseman/WHM (from the registered email ID) along with the covering email and the inspection report (in all kinds of Inspection). AR of the Inspection Agency is required to acknowledge the same.
6. In cases where the Warehouseman (in case of individuals), Warehouse Manager (in case of PSC/SWC/CWC or any other Government organization), or Authorized Representative (in case of PACS/Marketing Committees/Societies and Companies/Partnership Firms) is neither present during the inspection nor submit the prescribed declaration, the Inspecting Officer shall immediately report the matter to WDRA. In such cases, the concerned warehouse may be made inactive on the portal, and further necessary action shall be decided by the Competent Authority as deemed appropriate.

डॉ. अमित कुमार
अवर सचिव (तकनीकी)
for WDRA

Declaration by Warehouseman in case he/ she is not present during Inspection

(To be submitted only in exceptional/emergency circumstances by warehouseman from his/ her registered email id only)

I, _____, Warehouseman of _____ (Name of Warehouse), having Warehouse Registration No. _____ and WHM ID _____, hereby submit this declaration as under:

1. That due to _____ (clearly state the emergency / unavoidable reason), I shall not be able to remain personally present during the inspection of the above-mentioned warehouse scheduled on ____ / ____ / ____.
2. That this declaration is being sent from my registered e-mail ID with WDRA, as prior intimation regarding my non-availability for the inspection.
3. That I hereby authorize Mr./Ms. _____, (Designation: _____), to act as my Authorized Representative (AR) for the purpose of the said inspection.
4. That the above-mentioned Authorized Representative is fully empowered to:
 - Remain present throughout the inspection,
 - Provide access to records, stock, and premises,
 - Clarify observations raised by the Inspecting Officer and
 - Sign the Inspection Report and related documents on my behalf.
5. That I hereby accept full responsibility and accountability for the inspection carried out in my absence and for all observations, discrepancies, and findings recorded therein,
6. That this authorization and declaration is being furnished voluntarily and shall remain valid only for the above-mentioned inspection.

Declaration

I solemnly affirm that the information furnished above is true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Place: _____ Date: ____ / ____ / ____ **Name of the Warehouseman**