



भाण्डागारण विकास और विनियामक प्राधिकरण

भारत सरकार

चौथी मंजिल, एन. सी. यू. आई. भवन, 3, सिरी इंस्टीट्यूशनल एरिया,
अगस्त क्रान्ति मार्ग, हौज़ खास, 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

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दिनांक: 17.02.2026

Mandatory Presence of Warehouseman/Authorized Representative During Inspections and Updation of Contact Details

1. It is mandated that during the inspection of a warehouse, the Warehouseman or the Authorized Representative (AR), as applicable, shall be present to assist the Inspecting Officer, verify the inspection findings, and cross-sign the inspection report.
2. In case of any emergency or absence of the Warehouseman/Authorized Representative, 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.
3. Stringent action may be initiated against Warehousemen who fail to remain available during inspections and who, in their absence, do not submit the prescribed declaration from their registered email ID.
4. Warehousemen are instructed to immediately update their working email IDs and mobile numbers on the User Portal, as it has been found that several registered contact details are non-functional.
5. 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 able to submit the prescribed declaration, the Inspecting Officer shall immediately report the matter to WDRA. In such cases of non-compliance, the warehouse concerned shall be made inactive on the portal, and further necessary action shall be decided by the Authority as deemed appropriate at that time.


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**