



**MUMBAI PORT TRUST**

**DOCKS DEPARTMENT**

**PROCEDURE FOR DRAWING OF SAMPLES FOR ADC/PHO  
OR ANY OTHER STATUTORY AUTHORITIES' TEST/INSPECTION  
REPORTS/FITNESS CERTIFICATION-REGARDING**

No.TM/SW/Inventory/Wo-2 of 07-08

Date : 14th August 2007

**WORKING ORDER**

**Sub. : Procedure for drawing of samples for ADC/PHO  
or any other statutory authorities' test/inspection  
reports/fitness certification-Regarding.**

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Instances have come to notice that after drawing samples for ADC/PHO or any other statutory authorities for inspection, details of the same are neither entered into Log Book / Sale Register nor the samples are kept in the respective lot. Instead, the samples are found either in table drawer or cupboard in the custody of the Shed Staff. Such an act on the part of the staff concerned is a gross negligence in discharge of their duties and gives rise to suspicion.

2 All Sectional Asstt. Managers are, therefore, directed to ensure that a Register with the following details and labeled as "REGISTER SHOWING DETAILS OF SAMPLES DRAWN FOR ADC/PHO OR ANY OTHER STATUTORY AUTHORITIES" is maintained in each Shed/Warehouse under their jurisdiction.

Sr. No.	DATE & TIME OF INSPECTION/ DRAWING	VESSEL NAME/ IGM/ITEM	LOT No.	No. OF PKGS. & DESCRIP	TOTAL No. OF SAMPLES DRAWN	DATE & TIME SAMPLES TAKEN FOR	DATE & TIME SAMPLES	DESIGNATION OF ADC/ PHO/ PQA OFFICIALS, INSPECTING/	NAME, SIGNATURE & DATE OF	REMARKS, IF ANY.
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	SAMPLES	No. & DATE		TION	& QUANTITY	LAB. TEST	RETURNED	DRAWING SAMPLES.				
									VALUER	SALE CLERK	SHED SUPDT.	

3. All Sectional Asstt. Managers should check regularly, while on their rounds, the Register so maintained and ensure that the required details, as per the format, are properly recorded therein by the Sale Clerk concerned. They should also ensure that the samples drawn from a particular consignment for inspection/Lab. testing and not taken by the authorities concerned with them are necessarily kept immediately in the respective lot by the Sale Clerk concerned. Similarly, they should also ensure that the samples that are returned by the authorities concerned are kept in the respective lot immediately by the Sale Clerk concerned, without fail.

4. Any lapse in this regard will be viewed seriously, which may please be noted.

(S.S. SHIRALKAR)

DY. MANAGER,

AUCTION SALE