



MUMBAI PORT TRUST
RAILWAY DEPARTMENT
STORAGE OF EXPORT CARGO IN SHEDS AT GRAIN DEPOT
(Office order)

No. RM/WG/16/2007/1136

Date : 7th June 2007

Sub: Storage of export cargo in sheds at
Grain Depot.

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The storage of export cargo in sheds is the revenue related activity. It is observed that relevant record is not maintained properly and it is rather difficult to comprehend and relate the entries in the registers maintained. The issue has been examined and the following simplified procedure will henceforth be followed –

- 1) The Despatch Clerk in RM's office will receive the application from the party for storage, inward it and pass on to the Commercial Inspector.
- 2) Commercial Inspector, on receipt of the application, will process the same immediately and put up through Asstt. Manager (Comml.) to R.M. in triplicate for according permission. Copy of the permission letters, one meant for Station Master, Grain Depot and other for the party, shall be handed over to the representative of the party by the Despatch Clerk / Commercial Inspector.
- 3) On receipt of the permission letter, Station Master, Grain Depot will instruct the Goods Clerk by endorsing the permission letter to allow storage.
- 4) The Goods Clerk will allow storage of the cargo in the shed and make entry in the storage register for the consignment in the format attached.
- 5) The Goods Clerk will carry out inventory of the consignments lying in the sheds daily and note down the details as per the format attached.
- 6) Intimation of removal of cargo will be registered in Grain Depot by the Goods Clerk and preserved.
- 7) Removal of cargo will be allowed on payment of charges and relevant entries shall be made in Storage and Inventory Register by the staff concerned.

- 8) Separate folders for i) Storage Register, ii) Inventory Register and iii) Party's letter for removal, will be maintained.
- 9) All entries in the registers shall be made in 'Ink' without corrections.
- 10) Delay in processing the application, handling operation should be strictly avoided by all concerned.

(S.H. JADHAV)

**RAILWAY
MANAGER**