

Proforma of the Godown Inspection Register

Date:-

Time:-

Designation:

1. Whether all the registers, (i.e., Stock Register, Receipt Register, Delivery Register, WQSC Register, Stack wise Register, Gunny Bag Register,, QC Treatment Register, Classification and Categorisation Register, QC Equipment and Pesticide Register) are maintained by the concerned godown Inspector or not-
If no, then the specific action to be taken –
2. Whether Central registers are properly maintained or not
If no, then the specific action to be taken –
3. (a) Whether Adequate curative measures regarding quality are taken or not-
(b) All QC instruments are being used properly or not-
(c) Chemical treatment is being done properly and regularly or not-
(d) Last Date of chemical treatment with details-
If no, then the specific action to be taken –
4. Whether FIFO is being followed properly and Stack registers are being maintained regularly or not-
Whether Stack cards are being used or not-
If no, then the specific action to be taken –
5. Whether Allies and Gang ways are maintained properly or not-
6. Whether godown had been computerised and receipt and delivery are effected through computerised system or not-
7. Capacity of the godown-
Total Stock as per Book Balance-
Total Stock as per online figure-
8. Condition of the godown stock-
9. Any other observation-
10. *(In case of the DCF&S only)*:- Whether SCF&S concerned are visiting regularly and whether they have noted their findings on regular basis or not-
11. *(In case of State level officer only)*:- Whether DCF&S, SCF&S concerned are visiting regularly and whether they have noted their findings on regular basis or not-

Name and Signature