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FOOD
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मुख्यालय
नई दिल्ली
Head Quarters
New Delhi

आइ०एस०ओ० 9001:2000 प्रमाणित

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No. QC. 31(1)/APV/CIRCULAR/2018

Dated: 9.10.2018

(By e-mail only)

CIRCULAR

Subject: Maintenance of Fixed Assets Register and Annual Physical Verification of Fixed Assets by the Quality Control Division.

Various types of Technical/Lab equipments are purchased by the Quality Control Division at Zonal office/Regional Office/District office/Depot level and their records need to be properly maintained. As per the procedure in vogue it is expected to maintain fixed assets register of all the above assets which are purchased and conduct Annual Physical Verification of such assets on 31st March and provide a copy of P.V. Report to their Accounts Division.

Executive Director (Fin), FCI, Headquarters vide his UO Note No. Accts/32(1)/2002/247 dated 26.09.2018 has informed that during audit of Accounts for the year 2017-18, the C&AG has observed that proper and regular P.V. programme was not designed to carry out verification of all the assets. With a view to maintain proper record of all the assets of the Corporation in the concerned Operating Division, conducting proper and regular P.V. programme, strengthening Internal Control mechanism and in view of CAG observation, all the unit offices are advised to maintain proper fixed assets register and conduct Annual Physical Verification of all the assets. Following points may be complied strictly:-

- (i) Fixed assets as on 01.04.2018 as per the record of QC Division and Accounts Division may be reconciled and updated wherever required.
- (ii) Additions/ deletions during the year may be recorded in the fixed assets register of the QC Division mentioning all particulars like date of event, description of assets, quantity, value, nature of event etc.

P.T.O.

- (iii) In case of purchase of assets, at the time of processing of bill in FAP system generate unique asset No. That No. may be entered in the Fixed Assets Register of the QC Division. Wherever the quantity is more than one, for a particular type of asset, the QC Division shall maintain the asset No. by suffixing "/1,2,3 etc." after the FAP generated unique asset No. in the Fixed Assets Register
- (iv) In case of sale/ transfer of assets or assets becoming unserviceable, the relevant record may be provided to Accounts Division immediately so that necessary accounting entry/ adjustments in the Fixed Assets Register maintained in Accounts can be done.
- (v) At the end of financial year, Physical Verification of fixed assets may be done by the QC Division and Report of Physical Verification be provided to their Accounts Division by 10th April every year.

All concerned in ZOs/ROs and field offices are advised to comply the above instructions strictly.

(A.S. Arunachalam)
General Manager (QC)

Distribution:

1. All ZOs/ROs, FCI
2. Executive Director (Fin), FCI, Headquarters w.r.t. his UO Note No. Accts/32 (1)/2002/247 dated 26.09.2018
3. ED(Vig.)/ED(G)/ED(QC)/ED(Pro.)/ED(Sales)/ED(IA)/ED(I&E)/ED(T)/ED(IT) FCI Hqrs, New Delhi.
4. General Manager(Vig.)/(A&R)/(Pro.)/(S&C)/(Pur.)/(IA&PV), FCI, Hqrs, New Delhi.
5. Director, IFS, Gurugram.
6. Guard File.