

नाम : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं.: एचएफसीआई एन डी

Fax No.: HFCI ND

भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

मुख्यालय
नई दिल्ली
Head Quarters
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सं. फिन/32/4/2016

दिनांक:- 10.06.2019

CIRCULAR NO. 03/FIN/2019

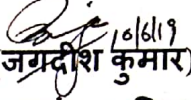
Reference may be drawn towards FCI's circular no. 05/Fin/2018 dated 18.05.2018 containing guidelines on various aspects of Bank Guarantee.

Regarding guidelines on Safe Custody of Bank Guarantee, following additional instructions are to be followed:-

1. Cashier/Custodian shall receive the Bank Guarantee from the operating division by giving written acknowledgment and maintain a proper register/excel file of Bank Guarantees kept by him in his safe custody to keep a check of its validity and shall be reviewed on first working day of every month jointly by the custodian and his reporting officer i.e. Manager (A/Cs)/AGM (A/Cs)/DGM (A/Cs).
2. The review and action thereafter shall be made as per following process :-
 - i. A review report shall be prepared mentioning total number of Bank Guarantees (B.G.s) available with specific information w.r.t. no. of B.G.s expiring in next two months.
 - ii. An inter departmental note shall be issued to concerned operating division by the custodian intimating the expiry of B.G.s within two months with request to advise further course of action.
 - iii. A second reminder shall be issued to concerned operating division by the custodian before 30 days of expiry of B.G.
 - iv. Final reminder/warning shall be issued by the reporting officer of the custodian to the concerned head of operating division before 10(ten) days of expiry of B.G. seeking specific direction on the B.G. revealing clearly the expiry date and its consequences.
 - v. On expiry of validity period if no action is taken by operating division, the B.G. in original shall be returned to the concerned operating division by obtaining a written acknowledgment by the custodian.

10/6/19

These instructions are being issued only to maintain double check on validity period of Bank Guarantees and it does not anyway absolve the operating division of its responsibility of taking timely actions for extension of Bank Guarantees. For this purpose, operating division shall maintain a register of bank guarantees obtained by it for different contracts given by the division, which should be regularly monitored by it.


(जगदीश कुमार)
महाप्रबंधक (वित्त)

वितरण:

1. सभी ईडी (जोन) / जीएम (क्षेत्र), एफसीआई;
2. जीएम (एफ एंड ए) / डीजीएम (एफ एंड ए), जेडओ / आरओ, एफसीआई;
3. सभी क्षेत्रीय प्रबंधक, एफसीआई, डीओ;
4. निदेशक (आईएफएस), गुडगांव;
5. सभी ईडी, एफसीआई, मुख्यालय, नई दिल्ली;
6. पीएस से सीएमडी;
7. एजीएम (बिल), एफसीआई, मुख्यालय, नई दिल्ली;
8. जीएम (एफएपी), एफसीआई, मुख्यालय, नई दिल्ली;
9. जीएम (आईटी), एफसीआई, मुख्यालय.....एफसीआई वेबसाइट पर अपलोड करने के लिए;
10. जीएम (हिन्दी), एफसीआई, मुख्यालय.....कंटेंट को हिन्दी में परिवर्तित करने के लिए।