

नाम : 'फूडकोर्प'
Gram : 'FOODCORP'
फैक्टम नं.: एचएफसीआई एन डी
Fax No.: HFCI ND

भारतीय
खाद्य
निगम



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OF INDIA

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सं. फिन /32(1)/Misc./2016-17

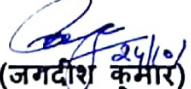
दिनांक: - 17.10.2018

CIRCULAR NO. 10/FIN/2018

References have been received from field offices regarding requirement of certification of bills of different suppliers, while submitting to bills section for payment.

This issue has been examined at Headquarters and instructions on the matter are as below:-

- 1. Definition of Bill/ Voucher:** - A bill is a statement of claims containing specification of the nature and amount of the claim either in gross or by items and includes such a statement presented in the form of a simple receipt. A bill becomes a voucher only when it is receipted and stamped 'PAID'.
- 2. Details on the Bill:-** The bill should contain particulars of (i) name, address and other detail of the party (including Registration detail required under different tax laws applicable from time to time) (ii) name of office (with designation of the officer) in whose favor bill is drawn, (iii) date (iv) material supplied/ services rendered with rates etc. for each item (v) total amount in figures and words and (vi) signature.
- 3. Certificates on the bills by the Operating Division:** - If the bill is for supply of stores and other materials, certificate of receipt of items in good condition and entry in the relevant Stock Registers should be recorded by the officer-in-charge of the section dealing with such purchases. Similarly, bill for service rendered will be certified as to satisfactory completion of the work as per requirements, by the officer concerned simultaneously making necessary entry in works register, etc. where prescribed. This certification of bill will be done by the officer (of operating division) not below the rank of DDO of the concerned office (Manager in DO and AGM in other offices).
- 4. Responsibilities of DDO:-** DDO will verify that the bill is in original, verified by the concerned officers, and also verify that bill is sanctioned by competent authority after financial concurrence. DDO will then pass the bill after making required statutory deduction. Pass Order will be signed clearly indicating the amount in figures and words and signed in ink. If any portion of the amount of the bill is disallowed, suitable indication should be made to that effect and the bill passed for the net amount after deduction. The Pass Order will be signed in full only on the original bill, while the duplicate will contain initials of the DDO with an endorsement "Duplicate- original passed for payment for Rs....." so as to avoid payment being made inadvertently on the duplicate bill also.


(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;