



No .Acctts/2(1)/2010-PT

**Dated: 23-03-2018**

Circular No. 1227/Acctts

**SUB: Physical verification of cash balances, food grains, pulses, other commodities, moveable and immovable assets of the Food Corporation of India as on 31<sup>st</sup> March, 2018– regarding.**

The financial year 2017-18 is ending on 31<sup>st</sup> March, 2018. The Corporation is required to physically verify the Cash and Stock balances at the close of the business on 31<sup>st</sup> March. The detailed instructions for conducting Physical verification of cash balances, food grains, pulses, other commodities, moveable and immovable assets of the Corporation already exist. In this regard Hqrs. Stock Division instructions issued **vide letter no. STK/37/1(31)/APV/2018/42 dated 13-03-2018** may kindly be referred to.

In addition, the following guidelines may also be noted for strict compliance:-

**(A) CASH BALANCES:-**

As laid down in Chapter II of Accounts Manual, all cash balance in hand with all the persons handling Cash (i.e.) Cashier/Depot Officers and other Disbursing Officers etc. are to be deposited in Bank before the close of the banking hours as on 31<sup>st</sup> March so as to ensure that the cash balance as on 31.3.2018 is Nil. It should be ensured that all the Disbursing Officers who are handling cash must submit the account of expenditures incurred duly approved positively before 31.03.2018 for necessary adjustment. In exceptional cases, the cash balance left out at the close of business on 31.03.2018 should, however, be verified by actual count and requisite certificates/schedules be furnished in accordance with detailed instructions contained in Chapter-II *ibid*.

**(B) CLOSING STOCK OF FOODGRAINS/FOOD-STUFF, OTHER COMMODITIES & ENGINEERING GOODS:**

It may please be ensured that the Physical verification of closing stock is done in the manner prescribed and in accordance with the detailed instructions on the subject issued by Stock Division as well as Engineering Division of Headquarters and it should be reconciled with Books of Accounts/Register maintained for the purpose. Excess/Shortage be accounted for in the Books.

**(C) IMMOVEABLE, MOVEABLE, ASSETS AND OTHER SUNDRY ARTICLES/ITEMS:**

PV report of all the immovable, moveable assets including furniture & fixtures as well as other sundry articles/items of the Corporation as on 31<sup>st</sup> March should be obtained from concerned Operating Division and reconciled with the Books of Accounts/Registers and the shortages/excess be accounted for in the books.

**(D) GENERAL:**

- i) While Certificates of cash balances be signed by the Drawing and Disbursing Officers, Manager (Dept)/Depot-In-charge, other Disbursing Officers, as the case may be, the P.V. Certificates for stocks be signed by the Manager (Depot)/Custodian of stocks and counter-signed by the respective Area Managers/Assistant General Manager. The particulars of the staff associated for this purpose viz Name, Designation etc. should be clearly indicated in the Certificate.
- ii) Where the stocks of the Food Corporation of India are held in CWC/SWC Godowns, the Certificate for the closing stocks as on 31<sup>st</sup> March be obtained from the respective Custodian Authorities in the prescribed formats.
- iii) It should be ensured that complete and proper record of P.V. done as per the Hqrs. instructions is maintained in all respects so that the same may be produced to the audit as and when it require. The excess/shortages noticed on 100% P.V of baby stacks or of depots selected on ISI method are invariably to be accounted in the books of accounts.

- iv) Suitable administrative action may be initiated against the area manager (s) depot officials, who fail to conduct APV as per the HQs. instructions in any of the depots under their jurisdiction. List of committee formed for undertaking APV must invariably be sent to the concerned Director/Deputy Director of CAG under intimation to Stock Division, Headquarters. Zonal offices will be primarily responsible for taking action on discrepancies observed.

These instructions may please be brought to the notice of all concerned for strict compliance.

Hindi version of the same follows.

  
(Rashmi Gulati)  
General Manager (A/Cs)

**Distribution:**

1. All CGM (F&A/IA)/GM (F&A) in Headquarters/Zones.
2. GM (Cost/Fin /CPF/FAP/Fund/Pension), FCI, Headquarters, New Delhi.
3. All GM/DGM/AGM (IA&PV) in Hqrs./Zones/Regions.
4. AGM (Bills/IA/Computer), FCI, Headquarters', New Delhi.
5. The Director, IFS, FCI, Gurgaon, Haryana.
6. All DGM (F&A)/AGM (A/Cs), FCI, Regional Offices.
7. All Area Managers.

**Copy to**

1. The Principal Director of Commercial Audit (MAB-IV), 8th, 9th Floor 10-Bahadur Shah Zafar Marg, New Delhi-110002.
2. The Dy. Director of Commercial Audit, FCI Hqrs. KhadyaSadan, New Delhi.
3. The Director of Commercial Audit, 4<sup>th</sup> Floor, 27-Mirza Galib Street, Kolkata.
4. The Dy. Director (Commercial) Account Audit, Principal director (Commercial Account Audit) M.A.B - 4 A, 3<sup>rd</sup> floor F.C.I. Building, 8 Meyar, Satya Murti Marg, Chitpait, Chennai.600031.
5. The Dy. Director of Commercial Audit, M.A.V-4 CAG/Audit, Branch Office, 7<sup>th</sup> Floor, Audit Building, Plot No. 25- C, Behind Income Tax Office, BandraKurla Complex, Mumbai-400051.
6. The Dy. Director (Commercial) Account Audit, M.A.V.-4, CAG (Audit)/Punjab, New A.G. (Audit) Building, First Floor, Sec- 17E, Chandigarh- 160017.
7. The Sr. Regional Audit Officer, C/o General Manager (Region), FCI, Regional Office, TC/3V, VibhutiKhand, Gomti Nagar, Lucknow.
8. The Regional Audit Officer, C/o FCI, Regional Office, Chetak Building, M.P. Nagar, HabibGanj, Bhopal (MP)
9. Webmaster .fci@nic.in- for uploading on website.