

तार : 'फूडकोर्प'  
Gram : 'FOODCORP'  
फैक्स नं.: एनएफसीआई एनडी  
००६१११२३४१३२४१  
००६१११४३५२७४३३

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय  
- नई दिल्ली  
Headquarters  
New Delhi

Fax No.: HFCI ND  
00911123413241  
00911143527433

१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष : ४३५२७६६७, ४३५२७६६८,  
16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 43527697, 43527698

No. IR(L)/20(12)/2015

Dated : 16.11.2016

Circular No. 17/2016

As you are aware that Depot Online System is going to be operative very soon on all India basis and templates for feeding online data, have been designed by the Consultant which have been scrutinized and approved by the IR(L) Division.

Following instructions may please be brought to the notice of all the field officials for compliance while feeding the data in depot online system:-

- (i) Work slip be generated category-wise, gang-wise and print out be taken on daily basis and the same be kept under the safe custody after getting signature of Sardar and Shed Incharge.
- (ii) Attendance Report is to be generated on monthly basis through depot online system and kept in record physically under signature of Labour Cell Incharge.
- (iii) When labour is deputed on tour, the work slip has to be generated by the Depot where the labourers have worked on tour, whereas the payment has to be made by the parent depot where they are posted.
- (iv) Work allocation to the workers under the LRP should be done by the Depot Officer on day today basis depending upon the workers present on particular days at the depot level.
- (v) The delegation of power for the merger of gang is assigned to the Area Manager concerned.
- (vi) Single work slip for all the Ancilliary Labour posted in the Depot should be generated on daily basis and duly certified by the concerned depot/shed incharge on the day to day basis if they are engaged for depot operations. In case the Ancilliary labours are assigned the job of technical operations then work slip is also to be signed by Technical/QC staff/official.
- (vii) All transactions done on Depot Online System by the concerned by using their login credentials will have the same effect on it, as would have been by affixing their signature in manual way.

(Dr. C.L. Ram)

Chief General Manager (IR-L)

नाम : 'फूडकोर्प'  
Gram : 'FOODCORP'  
फॉक्स नं. : एमएफसीआई एनडी  
008 111123413241  
001 43527697 43527698

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय  
नई-दिल्ली  
Headquarters  
New Delhi

Fax No.: HFCI ND  
00911123413241  
00911143527433

16-20, बाराखम्बा लेन, नई दिल्ली-110001, दूरभाष : 43527697, 43527698  
16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 43527697, 43527698

Distribution:

The General Manager (Region),  
FCI.RO, New Delhi/Lucknow / Chandigarh/ Panchkula/ Shimla/ Jammu/ Jaipur/ Dehradun/  
Mumbai/ Bhopal/ Ahmedabad/ Raipur / Patna / Ranchi/ Kolkata/ Bhubaneshwar/ Shillong/  
Guwahati/ Dimapur /Itanagar/Imphal/ Thiruvananthapuram / Bangalore / Hyderabad.

Copy to:

- (i) The ED (Zone), FCI, ZO, NOIDA / CHENNAI / KOLKATA / MUMBAI / GUWAHATI.... for similar necessary action please
- (ii) DGM(IT) with request for uploading the circular on FCI website.

n(IT)  
3/11/10

3/11/10

Vivek  
21/11/10

Pls check

h2  
21/11/10