FOOD CORPORATION OF INDIA
HEADQUARTERS: NEW DELHI.

No. S&S/SA/37/1(28)/100% Wt./2003/


The Sr. Regional Manager
Food Corporation of India

Sub: Physical Verification of stocks as on 31-3-2003 on the
basis of ISI method in depots selected by the
Headquarters.


Sir,

Please refer to letter No. S&S/SA/37/1(27)/APV/03 dated
10th February 2003 regarding Annual Physical Verification of
stocks etc. as on 31st March 2003 on peripheral count basis and
for conducting 100% weight of all baby stacks. In
continuation to these instructions, it is brought to the notice of
all field offices that the system of selection of depots by
Chairman has since been discontinued and in its place ISI
method of selection of depots and selection of stacks has been
introduced. This method will be followed for physical
verification by IA & PV Division, Vigilance Division, Special PV
and Chairman/MD squad in addition to the APV and quarterly PV.
According to the new ISI method, the following procedure will
be followed:-

2. SELECTION OF DEPOTS:

2.1 For Annual Physical Verification, the selection of depots will
be made at Headquarters as per the computer package only.
The list of depots so selected will be sent to the Regional Office.
Names of depots selected for APV as on 31-3-2003 on ISI
method in respect of your region are given in Annexure-I.
Similarly, for quarterly PV, depots selected by Zonal Offices as
per the ISI methodology will be communicated to the Regional
Offices.

3. SELECTION OF STACKS FOR 100% WEIGHTMENT:

3.1 On receipt of the list of selected depots (Annexure-I)
Regional Office will immediately obtain the Census List from the
District Managers in respect of all the stacks of wheat and rice
available in the depot as on 31-3-2003 much in advance
excluding all damaged stocks, stock under litigation/tender sale
and baby stacks. The Census list may be obtained indicating stack
No., date of formation, commodity, packing size, quantity
of the stack, number of bags in the stack and initial moisture
e) After submission of census list, all issues made from any stack should be recorded as per requirement of proforma-I and hence for each of such transaction this proforma is to be filled. This when done shall avoid complication in case of selection by the computer of any such stack which may be partially or fully filled in between the period i.e. from submission of census list and stack selection process is over and PV starts.

f) Assistant Manager (QC)/TA deputed to associate with the PV team will draw a composite sample from each of the truck and ascertain the Moisture Content and record it in proforma-I. The moisture content of loose grain should be separately indicated in the respective column.

g) For each stack separate proforma-I should be used. The entries may be made in KG, GMs only. Since the lorry weighbridge indicate weight in KG only, .000 may be recorded against grams in the concerned column. These stack-wise proforma will be used as final data-sheets for feeding the data into the Computer for analyzing the PV results and therefore care may be taken for its accuracy.

h) In a rare case, if different filling-size bags are found in a stack, these should be weighed separately for each such packing size and separate proforma I be filled up.

i) On completion of the weighment of the stack, the proforma-I should be signed by Depot Incharge, A.M (D), A.M (PV) and A.M (QC)/TA and forward it immediately to the Regional Office with a copy to the District Manager.

5. CONSOLIDATION OF DATA:

5.1. AT DEPOT LEVEL:

On completion of 100% weighment of all the selected stacks in a depot, the Assistant Manager (PV), Assistant Manager (Depot) and Assistant Manager (QC) will consolidate the data in Proforma II A & B (enclosed) separately for each commodity and forward to the District manager along with copies of the data-sheets in proforma-I with comments on high percentage of loss/gain or of any irregularities observed.
5.2 At District level:

On completion of the 100% weightment, the District manager will immediately forward the data as in proforma-I for each stacks weighed depot-wise to the Regional Office by courier/special messenger. Apart from this, the District manager will consolidate the result of 100% weightment commodity-wise in Proforma III A & B (enclosed) for the district as a whole with stack-wise/depot-wise details and forward the same to Sr. Regional Manager immediately with his Comments/Action taken on high-losses/gain wherever observed.

5.3 At Regional Level:

On receipt of final data-sheets in proforma-I from the District Offices, stack-wise/depot-wise entries will be fed into the Computer at Regional Office under direct supervision of a senior Officer using ISI package "ANALYSIS.EXE" program under the supervision of at least one Committee member. In the results, revealed as output indicating depot-wise, district-wise and Regional total be obtained in floppy and forward the same to Headquarters, New Delhi along with its print out latest by 31st May 2003. A copy of the print out may also been sent to Zonal Manager concerned.

5.4 The depot/district-wise consolidation may also be done in proforma - IV A & B (Enclosed) separately for each commodity indicating depot total, district total and regional total and forward the same to Stocks Division Headquarters latest by 31st May 2003 along with APV reports with copy marked to the Zonal Manager concerned for further necessary action at Headquarters.

(AUTHORITY : 285TH MEETING OF BOD HELD ON 24-5-2002)

M. MALLIAIAH
MANAGER (STOCKS)

Copy to:
1. All EDs/AFA-Managers in FCI : Headquarters : New Delhi.
2. PS to MD/Chrmn.
3. ED (Training): FCI: Headquarters: New Delhi with request to kindly organize a full-fledged computer training to the officers/staff dealing with the subject.
4. Zonal Manager, FCI, Zonal Office
5. Principal, CTI, FCI, Gurgaon.
6. Manager (IA&PV)/DGM(IA&PV), FCI, Zonal office/Regional Office, Food Corporation of India
7. J.M (Computer): FCI : Hqrs : New Delhi. It is requested to please equip the Sr. Regional Managers & District Managers with computer packages for necessary action at their end.
RESULT OF 100% WEIGHMENT ON ISI METHOD AS ON 31-03-2003.

NAME OF REGION/DISTRICT & DEPOT: ____________________________
TOTAL STOCKS AS PER BOOK BALANCE AS ON 31-3-2003: BAGS & WEIGHT:
1. Stack No. _______ 2. Date of Formation _______ 3. Commodity ________
4. Packing size _______ 5. Book weight (kg.) _______ 6. No. of bags ________
7. Moisture (%) at receipt _______ 8. No. of trucks _______ 9. Grade ________
10. Type of storage _______ 11. Weight of loose grains (kg.) ________
12. Moisture (%) of loose grains _______ 13. Procurement/receipt weight (kg.) ________
14. Weight of stacks taken by truck and weighbridge ________

<table>
<thead>
<tr>
<th>Truck No.</th>
<th>Gross weight (in kg.)</th>
<th>Tare weight of truck only (in kg.)</th>
<th>No. of bags (in truck)</th>
<th>Moisture percentage</th>
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NOTE: 1. If figure on procurement weight is not available then take book weight = procurement weight for the purpose of analyzing the data. Item Nos. 5 & 6 above is the recorded data in the stack card observed during PV.
2. Loose grains should be weighed separately. In Item No. 11, weight of loose grain means it is net weight of loose grains (i.e. excluding bag weight).

DEPOT INCHARGE: A.M (DEPOT)  
DATE: A.M (P.V)  
AM(QC)/TA
FOOD CORPORATION OF INDIA:

NAME OF DISTRICT: / NAME OF DEPOT:  
PROFORMA II-A FOR READY ISSUABLE STOCKS  
PROFORMA II-B FOR UPGRADABLE / ISSUABLE STOCKS

TOTAL NUMBER OF STACKS IN THE DEPOT:  

TOTAL NUMBER OF STACKS SELECTED FOR 100% WEIGHTMENT:

COMMODITY-WISE CONSOLIDATION OF THE STACK-WISE RESULT OF 100% WEIGHTMENT OF STOCKS OF DEPOTS SELECTED BY THE CHAIRMAN IN ANNUAL PHYSICAL VERIFICATION AS ON 31-03-2003

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>TOTAL STOCKS IN THE DEPOT</th>
<th>Stack number</th>
<th>Book balance of selected stacks</th>
<th>Criminal receipts of the selected stacks</th>
<th>Result of 100% weightment</th>
<th>Storag e loss</th>
<th>Storag e gain</th>
<th>Moisture content</th>
<th>%age of weight loss/gain</th>
<th>Remarks</th>
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<td>Old / new</td>
<td>Bags. Weight</td>
<td>Bags. Weight</td>
<td>Bags. Weight</td>
<td>Bags Weight</td>
<td>Recei pts at PV</td>
<td>Loss</td>
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Total

CERTIFIED THAT THE RESULTS OF 100% WEIGHTMENT ADJUSTED / ACCOUNTED FOR IN THE STACK REGISTER / MASTER LEDGER / STOCK ACCOUNT ETC. AS ON 31-03-2003.

K.M. (CHIEF IN-CHARGE) / NAME OF DEPOT: / A.M. (PV) / A.M. (CC)
<table>
<thead>
<tr>
<th>S.N. No.</th>
<th>Name of depot</th>
<th>Total no. of stacks in the depot</th>
<th>Total no. of stacks weighed</th>
<th>Book balance of selected stacks</th>
<th>Original receipts of the selected stacks</th>
<th>Result of 100% weighment</th>
<th>Storage lots</th>
<th>Storage gain</th>
<th>Loss</th>
<th>Gain</th>
<th>Remarks</th>
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Certified that the results of 100% weighment adjusted / accounted for in the master ledger / stock account etc. as on 31-03-2003.

A.M (A/Cs)  
A.M (Storage)  
District Manager.
FOOD CORPORATION OF INDIA

REGION:

PROFORMA IV-A FOR READY ISSUABLE STOCKS
PROFORMA IV-B FOR UPGRADABLE/ISSUABLE STOCKS

TOTAL NUMBER OF STACKS IN THE DEPOT: ................................ TOTAL NUMBER OF STACKS SELECTED FOR 100% WEIGHTM: ................................

COMMODITY-WISE REGIONAL CO-CONSOLIDATION OF DEPOT-WISE RESULT OF 100% WEIGHTMEN OF STOCKS OF DEPOTS SELECTED BY
THE CHAIRMAN IN THE ANNUAL PHYSICAL VERIFICATION AS ON 31-03-2003

COMMODITY:

<table>
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<tr>
<th>Si No.</th>
<th>Name of district</th>
<th>Total stocks in the district</th>
<th>Total no of stacks in the district</th>
<th>Total no of stacks weighed</th>
<th>Book balance of selected stacks</th>
<th>Original receipts of the selected stacks</th>
<th>Result of 100% weightment</th>
<th>Storagie loss</th>
<th>Storagie gain</th>
<th>Percentage of losstagain</th>
<th>Remarks</th>
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CERTIFIED THAT THE RESULTS OF 100% WEIGHTMENT ADJUSTED/ACCOUNTED FOR IN THE STOCK ACCOUNT ETC. AS ON 31-03-2003.

MD (AG)

JM/D.M (STORAGE)

SR. REGIONAL MANAGER/REGIONAL MANAGER
Sub: Annual Physical verification as on 31.03.2018 by ISI method in the depots selected by Headquarters.

A list of depots selected by Headquarters is enclosed herewith for conducting 100% weighment of stocks as per ISI method. In this connection, Instructions issued vide Headquarters letter No. S&S/SA/37/1(28)/100% Wt. /2003 dated 26.03.2003 should be followed strictly.

1) The PV teams for conducting ISI PV are to be constituted by GM(R) concerned which shall comprise officers/officials from outside the jurisdiction of the district office in which the selected depot falls. The PV team should be finalized by 20.03.2018 under intimation to Headquarters.

2) CAG audit teams be simultaneously intimated about the names of the selected depots & stacks as well as name of PV teams formed for undertaking PV. CAG may be associated in the process right from the stage of selection of stacks for 100% weighment. GM(R)/Area Manager shall ensure full co-operation to CAG audit teams associated in carrying out PV.

3) GM(R)/Area Manager shall ensure that depot records are updated on day to day basis and reconciled so that complete and correct census list indicating stack No., date of formation, commodity, packaging size, quantity and initial moisture content duly tallied with shed/stack register is made available to Regional office/PV team.

4) ISI PV should be completed on war footing by the end of the 1st week of April, 2018 and the consolidated PV reports of the region duly reconciled with SLS A/Cs should be submitted to Headquarters through Zonal office in the attached Performa (Both soft as well as hard copies) latest by 1st May, 2018.
5) GM(R) will ensure that PV is conducted timely and properly as per extant instructions and ED (Zone) shall ensure supervision of PV exercise.

6) ED (Zone) shall select alternate depot where Zero Stock PV is under process or stock level is NIL.

7) PV shall be carried out through Depot Online System (DOS) wherever DOS is made available.

8) Responsibilities against the delinquent officers/officials during ISI PV should be fixed as per the followings by EDs (Zone)/GMs (R):-

   I. Full bag shortages reported during PV will be the responsibility of the custodian of Stock.
   II. PV loss will be separately reported apart from the over-all storage loss reported on monthly basis.
   III. Appropriate modification in Stock Records and SLS will be made to reflect quantitative loss arising out of full bag shortage separately from the normal storage loss. Such loss will also be accounted in the depot record like Shed and Master Ledger.
   IV. Involvement of Officers/Officials wherever the losses are more than 1% found during PV may be sent to ED (Vig.), FCI, Hqrs. along with copy of report & ATR, for necessary action.

9) In this connection, the suggestions/ recommendations made by CAG as regards to the ISI PV are herewith communicated for conducting the PV smoothly.

Suggestions/ Recommendations of CAG:-

   • The PV Module of Depot on line System may be made operational in all the selected depots.
   • Allocation of trained staff at depot for smooth conduct of physical verification under PV module of Depot Online System (DOS).
   • Timely preparation of Census list and communication of selected stacks to PV team under intimation to Audit.
   • Adequate arrangement of Staff, Lorries and labours.

Further the deficiencies as observed by CAG and compiled by the Accounts Division of Hqrs. in the March 2017- PV have been communicated by them respectively vide letter No. 7(279)/PV/NZ/Mainfile/2017-18 dated 07.03.2018 and
It is requested to direct all the concerned officers to interact with the local audit officer for sharing the details of selected depots and also to ensure that any adverse observations/remarks are avoided.

Enclosure-A/A

भवदीय

[Signature]

(स.एस.एस. रामाराम)
सहायक मंत्री (स्वास्थ्य)

प्रतिलिपि:

1) कार्यकारी निदेशक (सरकारी/विभिन्न/आयु.परिवार), भारतीय खाद्य निगम, मुंबई, नई दिल्ली।
2) मुख्य निदेशक (ऑफिस), CAG, भारतीय खाद्य निगम, मुंबई, नई दिल्ली।
3) मुख्य सहायक (विभिन्न), भारतीय खाद्य निगम, मुंबई, नई दिल्ली।
4) उप निदेशक (CAG), 2nd Floor, Khadya Sudan, 16-20, Barakhamba Lane, नई दिल्ली।
5) निजी सचिव, CMD........ को सूचनाये।
<table>
<thead>
<tr>
<th>Zone</th>
<th>Name of Depot</th>
<th>Date of commencement of the PV</th>
<th>Date of completion of the PV</th>
<th>No. of Stock Selected</th>
<th>Total no. of stocks Weighed</th>
<th>Bags</th>
<th>Weight</th>
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**Issuable Stock (Wheat)**

**Fig. in qtls.**

**Issuable Stock (Rice)**

**Fig. in qtls.**

**EXECUTIVE DIRECTOR (ZONE)**