No. CPF-V/EPFO/2016-17

General Manager (CPF),
Food Corporation of India,
Zonal Office (North/East/West/South/NE)
Noida/Kolkata/Mumbai/Chennai/Guwahati.

Subject: Corrigendum to Circular No.CPF/45/Headquarters.

Sir,

Kindly refer to Circular No.CPF/45/Hqrs dated 20.11.2019 and Corrigendum to
Circular No.CPF/45/Headquarters dated 14.02.2020 regarding crediting of bonus interest
@2.50% on CPF balance for FY 2019-20.

Serial No.3 of the said corrigendum states that as on 12.02.2020 there are 284 ex-
employees separated during April 2019 to November 2019, whose final payment has not
been released and bonus interest has also not been released. Bonus interest of such
employees will be credited by FCI, FAP Division. The list containing details of such ex-
employees has already been circulated with the corrigendum.

CPF Division Headquarters vide email dated 20.02.2020 has sought compliance in
respect of the above corrigendum. In response, Zonal Offices have confirmed that they have
not credited the bonus interest through PF adjustment screen in FAP in respect of 284 ex-
employees. However, it has been observed that bonus interest of 36 ex-employees out of
284 ex-employees has already been credited by Zonal Offices through PF adjustment screen
in FAP.

In above scenario, it has been decided that Zonal Offices will credit the bonus interest
in respect of all ex-employees through PF adjustment screen in FAP to avoid double credit.

Further to ensure uniformity of accounting, the process of deducting income tax and
sending Debit IOCPF to respective Zones will be as follows:-

i) Deduct income tax through payroll supplementary window under pay code 302
(income tax). This will create one credit memo against the concerned employee
in Accounts Payable module.

Contd. P/2
ii) Creation of standard invoice against the concerned employee by debiting account head 0944 & crediting account head 1402. Also send the printout of the invoice to the respective Zonal Offices.

iii) Zonal Offices will pass one entry in General Ledger (GL) module under "others" category by debiting account head 1554 and crediting account head 0944.

iv) Zonal Offices will make the entry for deduction of CPF balance of the respective employee through CPF Adjustment screen.

Yours faithfully

(Pukhraj Tak)
Chief General Manager (CPF)

Copy to:-
1. All ED(Zones)/GM(Region), Food Corporation of India
2. GM(F&A)/DGM(F&A), ZO/RO, FCI
3. Director (IFS), Gurgaon.
4. All ED's, FCI, Hqrs.
5. All CGM's/All GM's, FCI, Hqrs.
6. PS to CMD.
7. DGM (IT), FCI, Hqrs....for uploading on FCI website.
8. All AGM (CPF), FCI, Zonal office (South/West/North/North East/East).
9. AGM (Bills), FCI, Hqrs.
10. All Area Managers, FCI, District office.