To ensure timely payment to the vendors of FCI, such as Storage and H&T bills of CWC & SWC, H&T Bills of contractor, Transportation bills etc. which may be hampered due to current guidelines of the government regarding social distancing as well to avoid physical contact due to COVID 19 effect, it has been decided to accept the scanned/photoscopies of bills along with supportive documents from vendors through email and the following procedure shall be adopted during the lockdown period for making payments against these bills by all offices of FCI:-

1. Concerned Operating Divisions of FCI offices shall obtain the scanned copy of bills along with necessary supportive documents from vendors through email on the official email id of FCI.

2. Necessary Registers for receipt of bills through Email and payment made etc shall be maintained by the operating division.

3. Approval of competent authority as per DOP must be obtained after verification of the bills for 100% with a rider, for releasing the payment upto 80% of the approved amount (based on scanned copy of bill and supportive documents) and balance 20% shall be withheld till original bills are received.

4. Sanction Order should be issued by the concerned Operating Division and same should be submitted to the Bills Division along with a copy of approval of competent authority, scanned copy of bills and supportive documents.

5. Bills division shall make the payment, as per the sanctioned amount on the basis of sanction order, scanned copy of bills and supportive documents.

6. TDS and any other statutory deductions should be made on 100% of approved amount as per prevalent laws.

7. After completion of lockdown period or after normalcy of official work, whichever is later, after obtaining the original bills and supporting documents from the vendors as per standard procedure, withheld amount of 20% shall be released to the parties. The final payments details for the same should be entered in the Register maintained by the operating division. (The submission of original bills can be monitored also)
8. The above instructions shall remain in force during lockdown period when the original bills along with supported documents are not submitted by the vendors physically due to lockdown.

This is for your information and necessary compliance.

वितरण:—

1. कार्यकारी निदेशक, भा॰ खा॰ नि॰, आंतरिक कार्यालय (उत्तर/दक्षिण/पूर्व/पश्चिम/उत्तर-पूर्व);
2. सभी महाप्रबंधक (क्षेत्र), भा॰ खा॰ नि॰/ उप महाप्रबंधक (क्षेत्र), मणिपुर;
3. सभी महाप्रबंधक (विष्ठ एवं लेख) / उप महाप्रबंधक (विष्ठ एवं लेख), भा॰ खा॰ नि॰, जेडआ० / आरआ०;
4. सभी मंडल प्रबंधक, भा॰ खा॰ नि॰, मंडल कार्यालय;
5. निदेशक(IFS), भा॰ खा॰ नि॰, खाद्य सुरक्षा संस्थान, गुरुग्राम;
6. सभी कार्यकारी निदेशक, भा॰ खा॰ नि॰, मुख्यालय, नई दिल्ली;
7. सहायक महाप्रबंधक (बिल), भा॰ खा॰ नि॰, मुख्यालय, नई दिल्ली;
8. पीएस से सीएमडी; भा॰ खा॰ नि॰, मुख्यालय, नई दिल्ली;
9. महाप्रबंधक (आईटी), भा॰ खा॰ नि॰, मुख्यालय ....एफसीआई वेबसाइट पर अपलोड करने के लिए;
10. महाप्रबंधक (हिन्दी सेल), भा॰ खा॰ नि॰, मुख्यालय .... कैंटेक्ट को हिंदी में परिवर्तित करने के लिए।

(जयन्त शासी)
मुख्य महाप्रबंधक (विश्व)
01.05.2020

(भाजपा)
मुख्य महाप्रबंधक (विश्व)
01.05.2020