



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



By Speed Post / Email

No. CWC/FD-Compilation/Ann. Closing/14-15/

13th April, 2015

Accounts Circular # 04

Subject = Accounting Policy, classification and depreciation on fixed assets.

During the course of audit of the previous year, the Statutory Auditors pointed out number of cases of misclassification of capital items particularly pertaining to the office equipment, other equipment and electrical equipment. The detailed instructions as stated below for Fixed Assets and charging of depreciation may please be followed.

- 1) Significant accounting policy No. 7 and 8 for recognition of Fixed Assets and charging of depreciation may be followed strictly.
- 2) The list of items to be capitalized under various heads of accounts are given in Annexure-I, and to be followed strictly. The items in list are not exhaustive, any other item of similar nature is to be booked in the relevant head of account.
- 3) Items specified in annexure-II will be charged to revenue. The items in list are not exhaustive, any other item of similar nature is to be booked in the relevant head of account.
- 4) The "Petty Dead Stock (A/c Code No R819)", presently operated in the books of accounts has been removed and is not to be operated from 01.04.2014 as already instructed in CO-Accounts Circular-1 dated 09/03/2015. Therefore any items costing up to Rs.500/- debited under Petty Dead Stock is to be charged to revenue under the account head classified in annexure-II.
- 5) In case of any doubt regarding classification of fixed assets, get in touch with the undersigned please.

The receipt of this Circular may be acknowledged. The Accounts for the year 2014-15 may confirm to the Circular.

This issues with the approval of GM(F&A)


(Vijay Kumar Garg)
SAM (Compilation)

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Distribution to:

1. All Regional Managers of CWC.
2. All Executive Engineers in-charge of all the Construction Cells of CWC.
3. All AGMs/Managers/ (Sr.) Asstt. Managers in-charge of the Finance, Accounts & Internal Audit Wings of all ROs & CCs of CWC.

Copies for information to:

1. All HODs at CWC, Corporate Office, New Delhi.
2. All DGM/AGMs/Managers/ (Sr.) Asstt. Managers/Accountants in Finance, Accounts & Internal Audit Cadre at CWC, Corporate Office, New Delhi.
3. PPS to Managing Director, CWC, CO, New Delhi.
4. AM to Director (Fin), CWC, CO, New Delhi.
5. PS to GM (F&A)s, CWC, Corp. Office, New Delhi.
6. PS to GM (Systems), CWC, CO, New Delhi with a request to place this Circular on CWC's Website.
7. Manager (Rajbhasha), CWC, CO, New Delhi with a request to arrange Hindi Version of this Circular.

ANNEXURE- I

LIST OF ITEMS TO BE CAPITALISED UNDER VARIOUS HEAD

Sl. No.	Assets Code No.	Main category of Assets and Description of Items (If Costing more than Rs.500/-)	Depreciation Rates
1	F310	Furniture & Fixtures 1. Armed Chair 2. Chair 3. Carpets 4. Armless chair 5. Almirah 6. Table/Office Table 7. Racks 8. Beds(Guest House) 9. Dining Table 10. Filling Cabinets 11. Laboratory Racks 12. Laboratory Chairs 13. Metal Shelving cabinets 14. Sofa Sets 15. Show case 16. Study Table 17. Settees 18. Wooden Counters 19. Wooden/PVC partition 20. Steel/wooden Elmira 21. Wooden screen partition	6.5%
2	F318	Office Equipment: 1. Bradma Machine 2. Cash Box 3. Cash Safe 4. Desk Calculators(If costing Rs.500/- or more) 5. Duplicating Machines 6. Feroprinting machines 7. Printers 8. Postage Weighing Machines 9. Typewriters 10. Telex-Machine 11. Intercom 12. Fax Machines 13. Inverter with batteries 14. Telephone 15. Photocopier Machine	16%
3	F308	Electrical Equipment 1. Air Conditioner 2. Ceiling Fan 3. Table Fan	6.5%

		<ol style="list-style-type: none"> 4. Pedestal Fan 5. Exhaust Fan 6. Air/Desert/Room/Water Cooler with trolley 7. Tape Recorder 8. Passenger Elevators 9. Freight Elevators 10. Television 11. VCR 12. Projector/Slide projector 13. Refrigerator 14. Hot case 15. VC Equipment 16. Halogen 17. Emergency Light 18. Geyser 19. Heat Converter 20. Stabilizer 21. Generator Set 22. Room Heater 23. Heat Converter 24. Electric Kettle 25. Electric Heaters 26. Aqua Guard/Water purifiers 27. Table Lamp 	
4	F319	<u>Other Equipment</u> <ol style="list-style-type: none"> 1. Air gun 2. Platform trolley 3. Beam scale/platform scale 4. Fire extinguisher 5. Cycle 6. Hand lift trucks 7. Grain cleaning machines 8. Vacuum cleaner 9. Fork lifts 10. Bag stacking machine 11. Camera 12. Bag stitching machine 13. Tarpaulin 14. Water tank 15. CC-TC Cameras 	<u>16%</u>
5	F324	<u>Vehicles</u> <ol style="list-style-type: none"> 1. Motor Car 2. Motor Cycles 3. Jeep 4. Van 5. Scooter 	<u>12%</u>
6	F315	<u>Laboratory Equipment</u> <ol style="list-style-type: none"> 1. Moisture meter 	<u>19%</u>

		<ol style="list-style-type: none"> 2. <u>Oven</u> 3. <u>Sampler divider</u> 4. <u>Thermometer</u> 5. <u>Hygrometer</u> 	
<u>7</u>	<u>F305</u>	<u>Disinfestation Equipments</u> <ol style="list-style-type: none"> 1. <u>Foot sprayer</u> 2. <u>Knap sack sprayer</u> 3. <u>Power duster</u> 4. <u>Hand rotary duster</u> 5. <u>Cynogas foot pump</u> 6. <u>Methyl bromide tubing</u> 7. <u>Respirator</u> 8. <u>HC Sprayer</u> 	<u>24%</u>

Note: The list is not exhaustive, any other item of similar nature have to be booked in the concerned ledger a/c.

ANNEXURE- II

LIST OF ITEMS CHARGED TO REVENUE IF COSTING UP TO 500

Main category of Assets and Description of Items (If Costing UP TO Rs.500/-)	Revenue Head
Furniture & Fixtures	
Chair	Office Expenses (A/c Code No R840)
Carpets	Office Expenses (A/c Code No R840)
Wooden/Steel/Plastic Trays	Office Expenses (A/c Code No R840)
Almirah	Office Expenses (A/c Code No R840)
Table/Office Table	Office Expenses (A/c Code No R840)
Racks	Office Expenses (A/c Code No R840)
Reading Desk	Office Expenses (A/c Code No R840)
Telephone/Sofa Table	Office Expenses (A/c Code No R840)
Bench	Office Expenses (A/c Code No R840)
Stools	Office Expenses (A/c Code No R840)
Office Equipment	
Bradma Machine	Office Expenses (A/c Code No R840)
Cash Box	Office Expenses (A/c Code No R840)
Cash Safe	Office Expenses (A/c Code No R840)
Calculators	Printing & Stationery(A/c Code R740)
Postage Weighing Machines	Office Expenses (A/c Code No R840)
Telephone	Office Expenses (A/c Code No R840)
Electrical Equipment	
Cooler trolley	Office Expenses (A/c Code No R840)
Room heater	Office Expenses (A/c Code No R840)
Table Fan	Office Expenses (A/c Code No R840)
Electric Kettle	Office Expenses (A/c Code No R840)
Table lamp	Office Expenses (A/c Code No R840)
Other Equipment	
Rat cages	Misc. Expenses(A/c Code-R814)
Bird scarer	
Parkhies	
Ladder	
Stacking plank	
Fire buckets	
Fire extinguishers	
Spinning balance	
First aid box	
Thermo sampler	
Measuring tape	
Navtal locks	
Tell tale clock	
Ice box	
Laboratory Equipment	
Physical Balance	Misc. Expenses(A/c Code-R814)

	Counter balance	
	Enameled dish	
	Reflection set	
	Wet & dry thermometer	
	Hygrometer	
	Minimum/maximum thermometer	
	Measuring cylinder	
	Insects show case	
	Heat sealer	
	Models of insects	
	Microscope	
	Vernier calipers	
	Analytical balance	
	Hot plate	
	Dissecting microscope	
Disinfestations Equipments		
	Eye Shields	Misc. Expenses(A/c Code-R814)
	Gas Masks	Misc. Expenses(A/c Code-R814)
	Gas Mask Consister	Misc. Expenses(A/c Code-R814)
	Hallied Lamp	Misc. Expenses(A/c Code-R814)
	Phostoxin Applicator	Misc. Expenses(A/c Code-R814)
	Gloves	Misc. Expenses(A/c Code-R814)
Miscellaneous items		
1.	Polythene covers	Chargeable to "Polythene Covers Consumed A/cs" if the same is issued to warehouses
2.	Polythene film	Chargeable to "Dunnage" if the same is issued to warehouses
3.	Sand snacks	Chargeable to "Misc. Expense" if the same is issued to warehouses
4.	Bamboo mats	Chargeable to "Dunnage" if the same is issued to warehouses
NOTE-1: At the time of closing of accounts the stock of polythene covers, sand snacks, bamboo mats or polythene film available in the RO-Buffer/stock i.e. not issued to the warehouses or lying unused, the same should be accounted for under the head "Stores in hand".		

Note-2: The list is not exhaustive, any other item of similar nature have to be booked in the concerned ledger a/c.