




CENTRAL WAREHOUSING CORPORATION
(GOVT. OF INDIA UNDERTAKING)



By Speed Post / Email

No. CWC/FD-Compilation/An. Closing/18-19

7th June, 2018

Accounts Circular # 19

Subject: Accounting for Cash Cards....reg

- 1) Corporate Office have given approval to all Regional Offices for issuing cash card to concerned officials/warehouse managers to whom Imprest or temporary advance is required to be paid.
- 2) Cash card is in the nature of cash and should be treated like cash in hand. However, due to its nature in card form, separate ledger has been created named "27005 Cash Card in hand" under group code cash in hand.
- 3) Accounting entries shall be passed in manner given below:

1. Cash card received from bank:

E.g. 4 cash card received through bank payment. Each cash card is having value Rs.1,000 each.

A/c Code	Particulars	Debit	Credit
27005	Cash card in hand	4,000/-	
27100	To Bank		4,000/-
(Being cash card issued by Bank)			

2. One cash card issued to Mr. X (employee) as imprest/temporary advance of Rs.10,000 i.e. by adding additional Rs.9,000 in the card.

A/c Code	Particulars	Debit	Credit
27002	Imprest of Mr. X	10,000/-	
27005	To Cash Card in hand		1,000/-
27100	To Bank		9,000/-
(Being Imprest given)			

3. Mr. X submitted bill of Rs.9,500/- and returned the card having value Rs.500/-

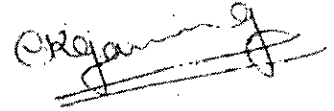
A/c Code	Particulars	Debit	Credit
27005	Cash Card in hand	500/-	
	Expense A/c.	9,500/-	
27002	To Imprest of Mr. X		10,000/-
(Being Imprest settled)			

**Corporate Office: Warehousing Bhawan, 4/1, Siri Institutional Area, August Kranti
Marg Hauz Khas, New Delhi-110016 Telefax No. 26518675**

4. If the cash card is not returned but Imprest bill is submitted, the accounting entry will be as usual as passed in normal course i.e. debiting the expenses and crediting the Imprest.

The above guidelines shall be followed w.e.f F/Y 2018-19.

The Circular may be brought to the notice of all concerned for scrupulous compliance.



(Vijay Kumar Garg)
Manager(Corp. A/cs)

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. SAM to Director (Fin), CWC, CO, New Delhi.
5. SAM to Director(Per.), CWC, CO, New Delhi.
6. PPS to GGM (F&A), CWC, Corp. Office, New Delhi.
7. PS to GM (Systems), CWC, CO, New Delhi with a request to place this Circular on CWC's Website:
8. Manager (Rajbhasha), CWC, CO, New Delhi with a request to arrange Hindi Version of this Circular.