

CENTRAL WAREHOUSING CORPORATION (A GOVT. OF INDIA UNDERTAKING)



No: CWC/FD/WA/FUND REMITTANCE/17-18 Date: 01.05.2017

CIRCULAR # 1

Sub: <u>Instruction regarding Funds Requisition</u>

 Enclosed please find herewith revised proforma for Monthly Funds Requisition and also Fund Requisition for the Week. These proformas may please be followed with immediate effect.

2. The Monthly Funds Requisition is to be accompanied by the following Annexures:

Annexure-A Monthly Funds Requisition

Annexure-A1 Requirement of Funds for Capital Works

(Major / Minor)

Annexure-A2 Funds Requisition for Special Repairs

Annexure-A3 Funds Requisition for Upgradation Works

Annexure-A4 Funds Requisition for ARMO

Construction Cells may please prepare the Monthly Funds Requisition in the last week of each month so as to reach Corporate Office by 5th of the next month.

- 3. The Funds requisition should include service tax claimed by the contractor and without reducing TDS/WCT. Therefore, no separate request for service tax, TDS/WCT be made.
- Funds Requisition can be given on expectation basis, however, for actual funds requirement for the week should be based on actual bills to be paid.
- 5. Please ensure that expenditure to be incurred against each work order does not exceed the tendered amount.

- 6. Regarding deposit works, it may please be ensure that the expenditure made does not exceed the deposit amount received.
- 7. It is further advised not to delete any work from the statement till the end of financial year even if the said work has been completed. This will facilitate to have information of capex made for the end of each month.
- 8. Funds Requisition (Weekly) shall be processed against the Monthly Fund Requisition received.(Annexure-A5)

This issues with the approval of Group General Manager(A/cs).

(A.S.GOPALAN)
Deputy General Manager(F&A)

Distribution to:

- 1) AM to Director(Fin.), CWC, Corp. Office, New Delhi.
- 2) PPS to GGM(F&A), CWC, Corp. Office, New Delhi.
- 3) SPA to CE, CWC, Corp. Office, New Delhi.
- PPS to GM(System), CWC, CO, New Delhi with a request to place this Circular on CWC's Website.
 - 5) Manager(Rajbhasha), CWC, CO, New Delhi with a request to arrange Hindi Version of this Circular.
 - 6) All Executive Engineers, CWC, Construction Cells.
 - 7) All Accounts Incharge, CWC, Construction Cells.

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(Rs. in Lakh) Opening Balance for the previous month Remittance received during the previous month 2 3 Other Receipts (EMD, SD, Misc.) Total (A) Less: utilization of funds during the previous month 4 Payments made for Major/Minor Capital works a Payments made for special repair works b Payments made for upgradation works c d Payments made for AR&MO works Salary e Misc./Overhead expenditure, etc. f Deposit Works g Refund of EMD/Security deposit A/c h Other payments (please specify) i Total (B) 5 Closing Balance of previous month [C = (A-B)] 6 Add: Expected expenditure to be incurred for: Payments on major works/minor works as per details given in Col. No. 14 of Annexure (A1) Payments on special repair works as per details given in Col. No. 12 of Annexure (A2) ь Payments on upgradation works as per details given in Col. No. 14 of Annexure (A3) c Payments on AR&MO as per details given in Col. No. 7 of Annexure (A4) d Salary e Taxes f Other Miscellaneous Expenditure g Total (D)

Net fresh requirement of funds after adjusting the closing balance in hand (D-C)

MANAGER (A/cs)

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CC		Annexure-A1
	CENTRAL WAREHOUSING CORPORATION	

(A Govt. of India Undertaking)

FUNDS REQUIREMENT FOR MAJOR/MINOR CAPITAL WORKS FOR THE MONTH OF

(Rs. in Lakh)

S.No.	Centres with Capacity (MT)	Details of works _.	AA&ES	CO/CC letter No. & date	Work order No. & Date		Extra/Substi tuted items, sanctioned by Competent Authority	Period of execution	WIP on 1st April	Expenditu re upto previous month w.e.f. April (without DC)	Progressiv e Total (10+11)	(7+8-12)	Expected Funds requirment for the month (wihtout DC)	DC on the progg. Total	Total Exp. including DC (12+15)	Remarks
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MANAGER (A/cs)

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	CENTRAL WAREHOUSING CORPORATION	

(A Govt. of India Undertaking)

FUNDS REQUIREMENT FOR SPECIAL REPAIRS WORKS FOR THE MONTH OF

(Rs. in Lakh)

S.No.	Centres with Capacity (MT)	Details of works	AA&ES	CO/CC letter No. & date	Work order No. & Date	Tendered amount	Extra/Substi tuted items, if sanctioned by Competent Authority		Exp. Upto previous month	Balance {7+8-10}	Fresh requirment of month (wihtout DC)		Total Exp.	Remarks
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	ENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

(Rs. in Lakh)
FUNDS REQUIREMENT FOR UPGRADATION WORKS FOR THE MONTH OF_____

S.No.	Centres & Capacity	Nomenclature of works	Amount of AA&ES	CO/CC letter No. & date	Work order No. & Date		Sanctioned	Period of execution	Ope.Bai.		Progg. Total (10+11)	Balance (7+8-12)		DC on the progg. Total	Total Exp. including DC	Remarks
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Varehousing C e Office					
d requisition f	or the week (as per rec	quirement)			•
lease remit an	amount of Rs	for the	followi	ng req	uirements.
or construction	n/special repair/up grad	dation/ARMO w	orks:-		
Name of Centre	Description of work	Claim of the Contractor	passe	d by	Fund Required
			_		
			_		
		(A)			
or other purpo	oses (EMD/SD refund et	cc.)			
	Purpose			Fui	nd Required
Total		(B)			
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nd Required (A	A+B-C)			====	=======================================
				Y	ours faithfully
	Varehousing Cole Office hi drequisition for dease remit an or construction Name of Centre Total alance in Bank	d requisition for the week (as per reconstruction for the formula for construction for the formula	Varehousing Corporation e Office hi d requisition for the week (as per requirement) lease remit an amount of Rs	Varehousing Corporation e Office hi d requisition for the week (as per requirement) lease remit an amount of Rs	Varehousing Corporation e Office hi d requisition for the week (as per requirement) lease remit an amount of Rs