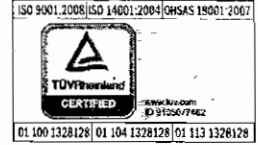




CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



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

CIRCULAR # 1

Sub: Instruction regarding Funds Requisition

1. 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.
4. 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).

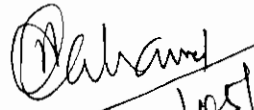


(A.S.GOPALAN)

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.
- ✓ 4) 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.


01/05/2017


CPK

Construction Cell-_____

Funds Requisition for the month of_____

(Rs. in Lakh)

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

MANAGER (A/cs)

SE/EE

No.CWC/CC-____/Fund/17-18/

Dt:

The Dy. General Manager(Finance)
 Central Warehousing Corporation
 Corporate Office
 New Delhi

Sub: Fund requisition for the week (as per requirement)

Sir,

Please remit an amount of Rs._____ for the following requirements.

(A) For construction/special repair/up gradation/ARMO works:-

S. No.	Name of Centre	Description of work	Claim of the Contractor	Amount passed by CC	Fund Required
Total				(A)	

(B) For other purposes (EMD/SD refund etc.)

S. No.	Purpose	Fund Required
Total		(B)

(C) Balance in Bank Account as on date

Total Fund Required (A+B-C)

 =====

Yours faithfully

EE/SE
 CC-_____