



CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)



CORPORATE OFFICE

4/1, Siri Institutional Area,

August Kranti Marg,

Hauz Khas, New Delhi - 110016

Telefax: 011-40505919

e-mail: gpsingh.cwhc@nic.in

No.CWC/FD-CASH/Cashless Transactions/2016-17

DATE: 29.12.2016

**All Regional Managers/CC Heads
Central Warehousing Corporation
All Regional Offices/Construction Cells**

Sub:-Installation of POS machines and payment of petty claims in cash – Reg.

Sir,

Please refer to various communications resting with our letter of even reference dated 20.12.2016 in respect of implementation of Government of India instructions for payments and receipts by using digital means.

In this regard following may please be implemented with immediate effect:-

1. Installation of POS machines at RO/CC/Warehouses

It is observed that Regional Offices are facing problems in receiving the dues of Corporation through digital means as the marginal depositors e.g. farmers, small traders etc. are not accustomed to use such methods. It is therefore decided with the approval of Competent Authority that POS machines at Regional Offices, CCs and Warehouses **where cash collections are involved** may be installed to encourage such customers including employees to deposit the amount to Corporation's account using such POS machines.

You are therefore requested to approach the Bank Managers where the RO/CC Operational Account and Warehouse Collection Accounts are maintained for installing POS machines at such locations. **However it may please be noted that POS machines may be installed only at such locations** where cash collections are involved and **not to all locations** for which RM may review the requirement of POS machine and take a decision for installation at his level.

Solmya
Calway
2/1/17
...


2. For control purposes following procedure should be followed:-

- (i) The POS machines installed must be linked with:-
 - (a) The concerned Collection Account of the warehouse for collection of warehousing charges etc.
 - (b) RM Operational Account/EE CC Account of RO/CC for collections other than warehousing charges.
- (ii) While installing POS machine, it should be ensured by RM/EE/Warehouse Manager that the name of location e.g. RO/CC/Warehouse is provisioned into machine and the machine is printing the name of location e.g. RO/CC/Warehouse.
- (iii) Out of the two receipts to be generated by the POS machine after swapping the card by the depositor, one copy be given to the depositor and another copy duly signed by the depositor should be kept by the Warehouse Manager.
- (iv) The receipt should be got photo copied and attached with the cash book as proof of payment received and also the receipt number/reference number appearing on the receipt should be entered at appropriate place in the cash book.
- (v) The Warehouse Manager should obtain bank statement every week from bank and reconcile the bank account received by him with his record and the discrepancy if any should immediately be reported to bank and got resolved from the Branch Manager of the bank.
- (vi) The POS machine may be connected to the existing telephone line at all the locations where the POS machines are to be installed.

In so far as the rental of POS machines is concerned, we have MOU with PNB, Andhra Bank and Central Bank of India copies for which are available with all the ROs/CCs. Though it is learnt that the rental of Rs.100/- per month is being charged by the PSU banks and therefore the rental of POS machines may be discussed and negotiated with the concerned banks at RM/EE level to get the same at bare minimum charge.

Timeline for installation of POS machines

As per the Government directives the implementation of collections and receipt of payments are to be implemented immediately and therefore you are requested to ensure that the **POS machines are installed at the desired locations within a period of 15 days from the receipt of this letter** and a progress report to this effect showing the number of locations intended for installing POS machines and number of POS machines installed may be sent to Corporate Office at e-mail cwc_bank@yahoo.com for perusal of the Competent Authority.

 ... 3

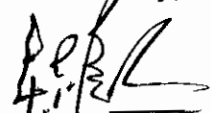
3. Payment in Cash

The Corporate Office has been receiving representations from the Regional Managers regarding the difficulty being faced by them in day to day operation at RO and Warehouses towards making small petty payments e.g. conveyance charges, petty urgent purchases, entertainment charges etc. which are of small amount and are being deposited in the concerned account on day to day basis increasing not only the work but causing hardship to the employee of not getting the money from the banks in view of maximum limit fixed for withdrawal by the bank.

It has therefore been decided with the approval of Competent Authority that the petty payments upto Rs.2,000/- may be made in cash **to the employees only** and the payments beyond Rs.2,000/- should continue to be credited to the bank account of the concerned employee using digital method.

RM/CC Head may take immediate action in respect of above. However in case of any assistance/clarification required, the undersigned may please be contacted in this regard.

Yours faithfully,



(G.P. SINGH)

DY. GEN. MANAGER(FIN)

Copy to:-1. All HODs, CWC, Corporate Office.

2. PPS to MD/PS to Director(Fin)/Director(Pers.)/Director(MCP),
CWC, C.O., New Delhi.