



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



No. CWC/MIS/FTS/2019-20

Dated: 04.02.2020

CIRCULAR

Sub.: **Timely payments to the contractors/ suppliers/ service providers- Preventive Measures...reg.**

Corporation is using Bill Tracking System (BTS) in Corporate Office which shall soon be implemented in all Regional Offices. Since, as per the Central Vigilance Commission's guidelines, it is important that monitoring of cases of delay/ non-settlement of due payment is done at higher levels to achieve efficiency and to reduce delay, therefore, all the concerned are requested to comply the following detailed timelines:-

For First time bills/ invoices (Bills/ Invoices pertaining to first time payments to contractors/ Suppliers/ Service Providers)		
Maximum time allowed for processing Division/ Cells.	Maximum time allowed for other Divisions/ Cells including Finance.	Remarks
20 working days	10 working days	The invoices are to be paid in a maximum time of 30 working days.
For running Bills/ Invoices (Bills/ Invoices pertaining to regular payments post first bill/ invoice)		
10 working days	05 working days	The invoices are to be paid in a maximum time of 15 working days.
For final Invoices/ Bills (Bills/ Invoices pertaining to final payment to the contractors/ Suppliers/ Service Providers)		
20 working days	10 working days	The invoices are to be paid in a maximum time of 30 working days.

Additionally, Bills/ Invoices should not be kept pending for more than 3 working days with each dealing official.

This issues with the approval of Competent Authority.

ANIL

MANIK RAO

Group General Manager (System)

Digitally signed by
ANIL MANIK RAO
Date: 2020.02.04
10:20:46 +05'30'

Distribution to:- All HoDs CO, CWC and All Regional Managers, CWC.

Copy to:- Sr. PA to M.D, P.A to CVO, SAM to DIR (F), PS to DIR (P), CWC, CO, Delhi.

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