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Azadi Ka  
Amrit Mahotsav



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION  
(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



भारत 2023  
G20



No. CWC CO-FS0PAY/13/2021-FINANCE

27<sup>th</sup> September, 2023

### **Payment Section Circular # 5**

**Sub: Fixation of limit for approval of Accounting Vouchers in Accounting Software (Tally ERP) consequent upon changes in ISO document of Finance Division**

1. Consequent upon changes made in ISO Document NO. P/FIN/BILLS/02, the following limits are to be followed for approval of Accounting Vouchers in Tally ERP.

#### **A. For Corporate Office:**

Designation	Approval Limit
(a) SAM (A/c)	Upto Rs. 2.00 Crore each voucher
(b) Manager (A/c)/AGM (A/c)	Upto Rs. 5.00 Crores each voucher
(c) DGM (A/c) and above	Full Powers

#### **B. For Regional Office:**

Designation	Approval Limit
(a) AM (A/c)/SAM (A/c)/Manager (A/c)	Upto Rs. 2.00 Crore each voucher
(b) Head of Account Section in RO	Full Powers

2. In case, Head of Account Section in RO is on leave/tour, then alternate officer shall take the charge and shall exercise the right for approval of vouchers. When Head of Account Section resumes duty, then his alternate officer shall get the ratification of the all such accounting entries which were approved beyond his/her approval limit.

This issues with the approval of Competent Authority.

(Amit Puri)  
General Manager (F&A)

निगमितकार्यालय : 4/1, सीरीइंस्टीट्यूशनलएरिया, अगस्तक्रांतिमार्ग, हौज़खास, नईदिल्ली-110016.

CO: 4/1, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.  
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**Distribution to:**

1. All Regional Managers/ Accounts-in-charges of Regional Offices, CWC
2. All DGMs/AGMs/Managers/AMs in Finance, Accounts & Internal Audit Cadre at CWC, CO
3. All HoDs, CWC, C.O., New Delhi
4. Manager (Rajbhasha), CWC, CO, New Delhi, with a request to arrange Hindi version of this circular.
5. Supdt. (MIS), for placing the circular on CWC's website.

**Copy for kind information to:**

1. Dir.(Pers.), CWC, CO, New Delhi.
2. Dir.(Fin.), CWC, CO, New Delhi
3. MD, CWC, CO, New Delhi.

**General Manager (F&A)**

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