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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



CWC CO-FD0CA/52/2023-FINANCE

Date:09-01-2024

Ind-AS FINANCIAL STATEMENTS CIRCULAR #17

Sub: Tagging of Fixed Assets in the Corporation-reg.

Ref.: (i)Accounting Circular#59 dt. 29.03.2022, SOP for Uniform Fixed Assets Register

Apropos above, the instructions for maintaining fixed assets register in uniform format and maintaining assets identification number/ tags number were issued vide circular at ref (i) above.

2. The statutory auditors during the Audit of Accounts for FY 2022-23 have pointed out that fixed assets tagging is lacking in the corporation. The audit committee in its 94th meeting advise to ensure affixing of proper fixed assets tags. Therefore it has been decided to provide QR code based tagging on fixed assets of the Corporation.

3. In view of the above, an online utility to generate the QR codes for tagging has been developed in the MPR Portal. The Regional Offices can upload the updated fixed assets register (in excel format as per the circular#59) of the region on MPR Portal on the utility to generate Tags of each asset. The user manual for fixed asset tagging is given at **Annexure-1**.

4. Once the Fixed Assets Register is uploaded by region on the MPR portal, tags of fixed assets will be generated and uploaded by MIS division on the MPR portal. Tags are in the form of QR-code with the tag number at the bottom of QR-code. QR code can be scanned using a mobile camera to identify the asset. The tags will be available for downloading to regional office and the Warehouses managers through their MPR portal login credentials.

5. Initially the fixed assets register for the period up to 31.12.2023 should be uploaded by the region for generation of the tag and later on the details of additional fixed assets purchased should be uploaded as and when required and accordingly the tags will be available for each corresponding fixed asset. **Duplicate record should not be uploaded in order to avoid the duplicity of record.**

6. In view of the above all Regional Managers and Accounts in charge should ensure that the fixed assets register up to 31.12.2023 Is uploaded in the utility and fixed tags are generated and affixed on all the fixed assets in the region (including for all warehouses by 31.01.2024.

7. A compliance report on above should by submitted by 07.02.2024.

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by RATTI RAM
AGGARWAL
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(RR Aggarwal)
GGM(Finance)

Distribution to:

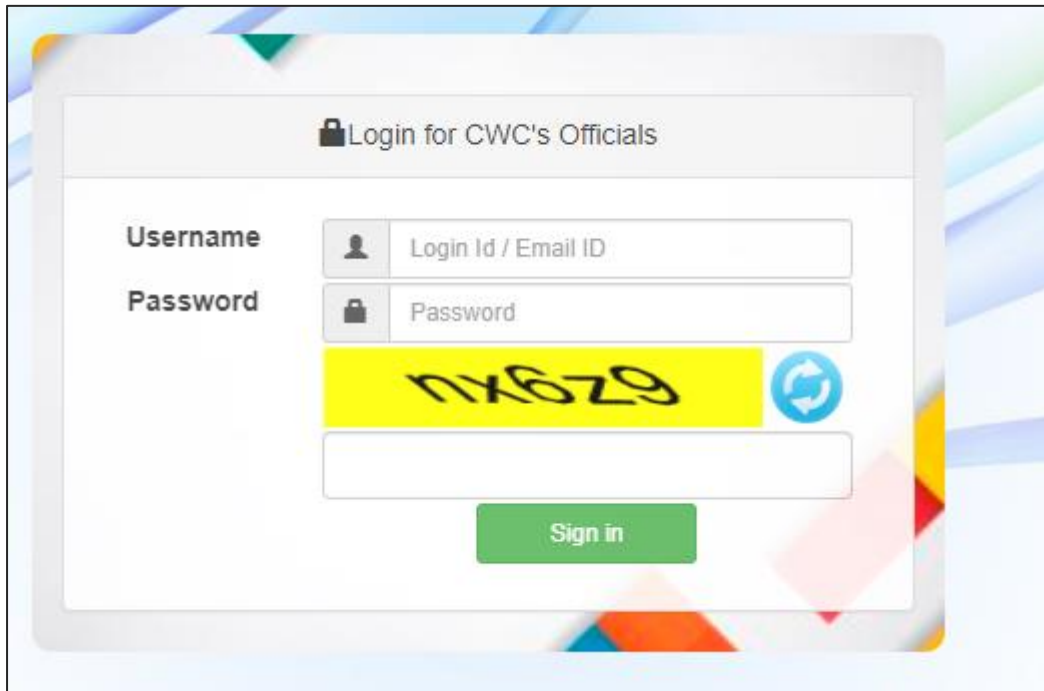
1. All Regional Managers of CWC
2. All DGMs/AGMs/Managers/ (Sr.) Asstt. Managers /Accountants in Finance, Accounts & Internal Audit Wings of all ROs/CO.

Copy for information to:

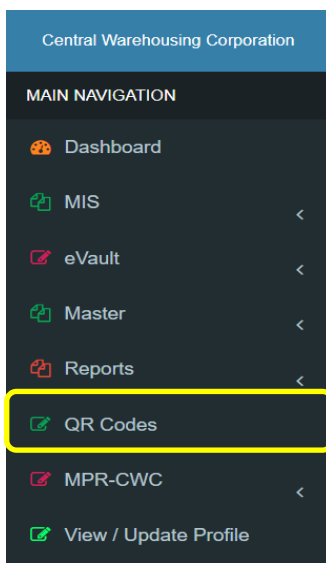
1. GM (F&A), CWC, Corporate Office, New Delhi
2. All HoDs, CWC CO, New Delhi
3. Director (Finance/Pers.), CWC, CO, New Delhi
4. MD, CWC, CO, New Delhi
5. PPS to GGM (systems), CWC, CO, New Delhi with the request to place this Circular on CWC's website
6. Manager (Rajbhasha), CWC, CO, New Delhi, with the request to arrange Hindi version of this circular.

User Manual for e-tool for Asset Tagging

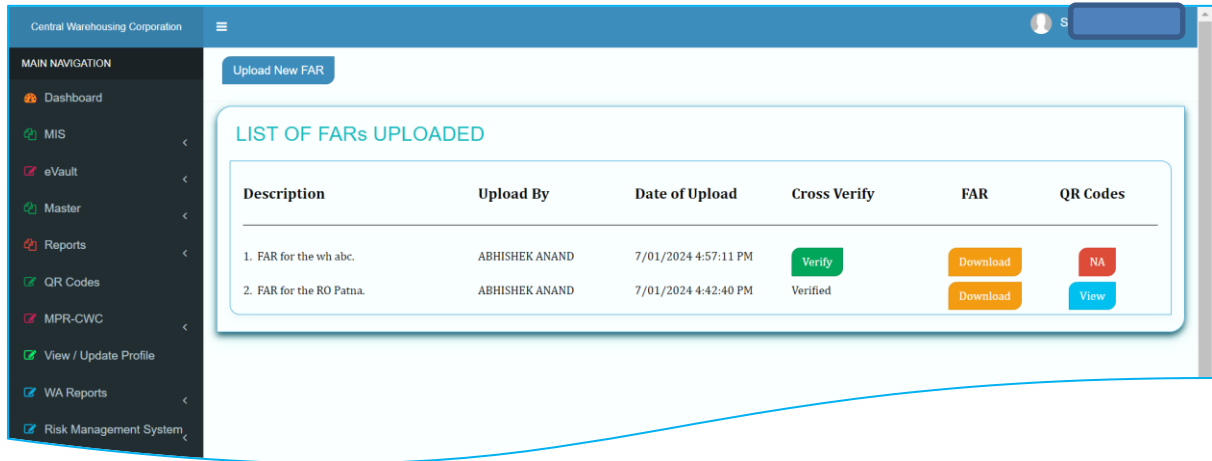
Step I - To provide the FAR excel to the MIS division and download the QR codes for asset tagging, user will open the following link (<http://52.140.121.32:9020/>) and login with their MPR Credentials and enter Captcha.



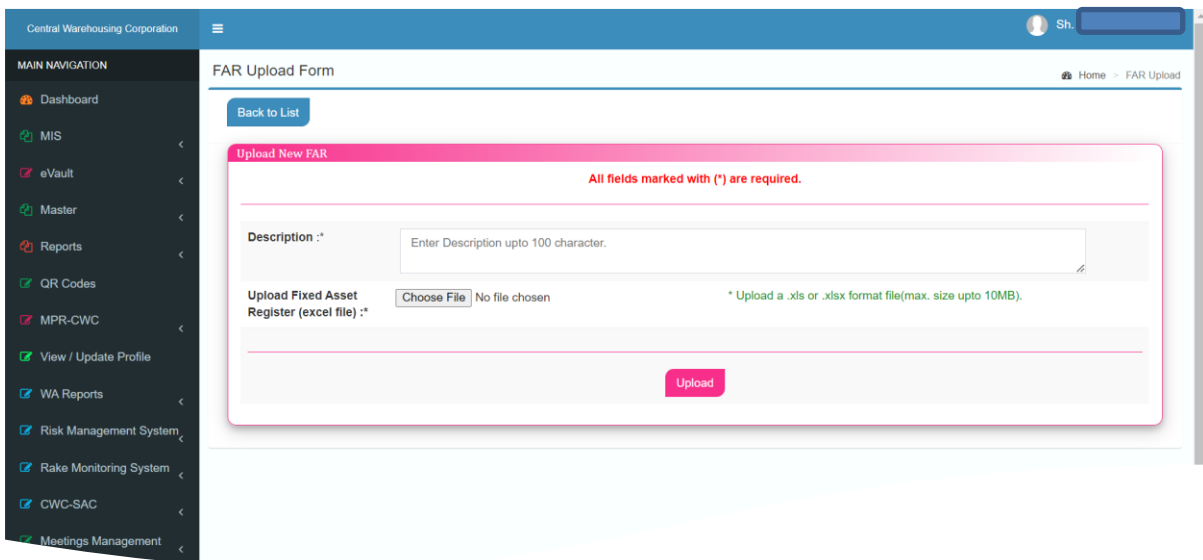
Step II : After login with user id and password user will see the following menu in their menu bar.



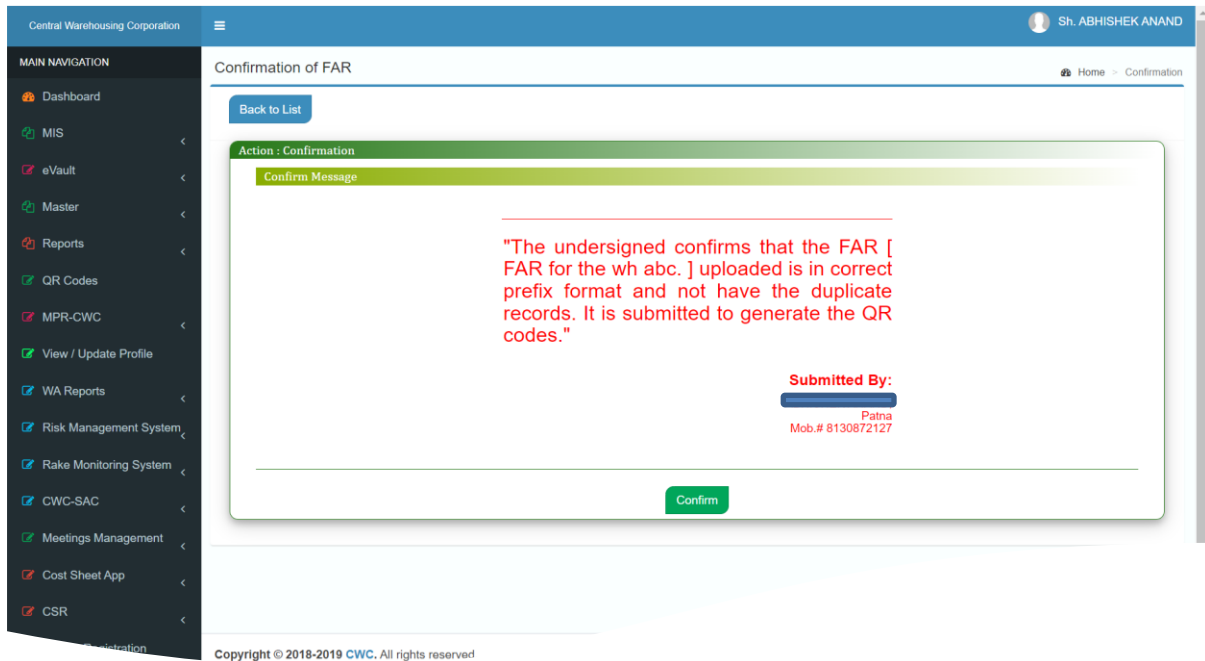
Step III : After click on QR codes tab following window will be appear.



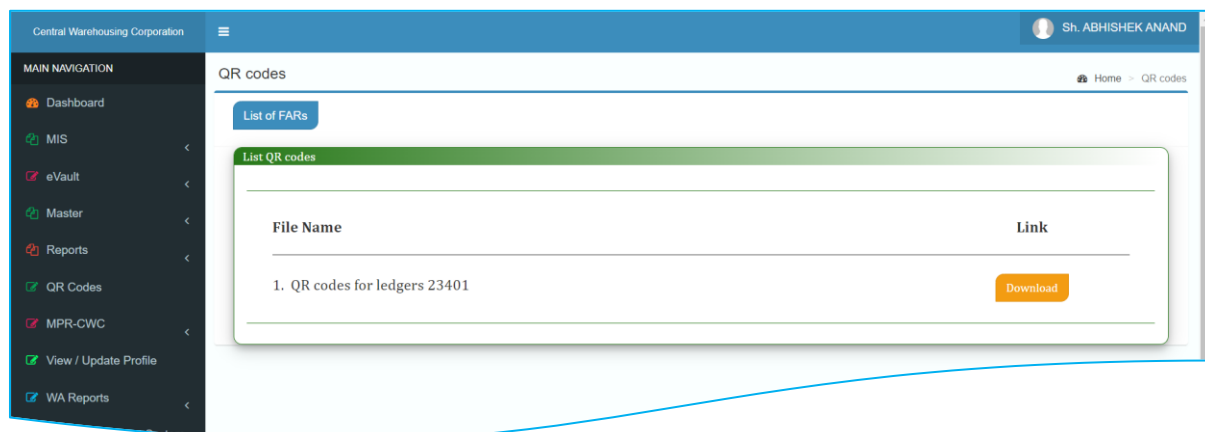
Step iii (a) : By clicking on Upload New FAR button following screen will appear.



Step iii(b) : Only verified FAR will appear in the MIS division account. Therefore, to verify the FAR click on verify button. Following screen will display after clicked. Click on Confirm button to confirm.



Step III (c) : To download the QR code click on View button on the respective FAR row. Following screen will appear.



MIS Admin Account

Central Warehousing Corporation Sh. Dinesh Kumar

MAIN NAVIGATION

- Dashboard
- MIS
- eVault
- Five Year Plan
- WMS Report
- Master
- Reports
- QR Codes

[Upload New FAR](#)

LIST OF FARs UPLOADED

Description	Upload By	Date of Upload	Cross Verify	FAR	QR Codes
1. FAR for the RO Patna.	ABHISHEK ANAND	7/01/2024 4:42:40 PM	Verified	Download	View
2. FAR for the cw ghaziabad	Dinesh Kumar	5/01/2024 10:41:49 PM	Verified	Download	NA



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No. CWC/FD-CA/Accounts Circular/21-22

29th March, 2022

ACCOUNTING CIRCULAR # 59

Subject: SOP to be followed for maintenance of Fixed Asset Register (FAR) in a uniform format

Ref: Accounting Policy No. 9 & 10 – Property, Plant & Equipment and Depreciation

1. This is in supersession of all the earlier instructions issued for maintenance of Fixed Asset Register by the Regional offices/Corporate Office. During the Auditors' Meet 2022 of the Corporation held on 11.03.2022, it was decided that there should be uniformity in maintenance of Fixed Asset Register by all the Regions and it was also decided that a circular shall be issued prescribing the uniform format for Fixed Asset register to be followed by all the Regions.
2. While reviewing the Fixed Asset register of 14 Regional Offices (including Corporate Office), it has been noticed that at present there is no uniformity in maintenance of these Fixed Asset Registers and following discrepancies have been noticed:
 - a) Some of the regions are maintaining asset wise sheet in their Fixed Asset register, while the others are maintaining a single sheet for the entire set of assets.
 - b) Irrelevant information was also found captured in the Fixed Asset Register which is not required & is available in Tally ERP System.
 - c) Some Regions are calculating the depreciation expense through Fixed Asset Register on quarterly basis whereas the instructions are there to calculate on monthly basis.
 - d) Fixed Asset register is not updated on regular basis.
 - e) Some of the Regional Offices are maintaining the data of custodian of asset for example – Warehouse Manager, Concerned Division etc. whereas, others are not.
 - f) Some of the regions are mentioning voucher number through which the asset entry is done in Tally ERP and some are not.
 - g) Identification number / tag number is mentioned by some of the regions and not mentioned by remaining regions.
 - h) Some regions are mentioning date in different format such as DD.MM.YY, DD.M.YY whereas others are mentioning as DD-MM-YYYY.
 - i) In some FA Registers Rupee value is taken in two (2) decimal places and in others it was rounded off to next digit.
3. In order to overcome the above discrepancies and to ensure that the Corporation as a whole is following uniform format of Fixed Asset Register, it has been decided that **all the Regional Offices shall henceforth maintain Fixed Asset Register in a single excel sheet as per the Format** which is attached as Annexure-I.

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CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.

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4. Format of Fixed Asset Register (Annexure –I) captures the following details: (Serial to be kept same mandatorily)

- i. Serial Number
- ii. Region - (Name)
- iii. Tally Company - (Name & Company Code)
- iv. Cost Centre / Warehouse / RO / CO - (Name & Cost Centre Code)
- v. Asset Group (Furniture & Fixtures / Office Equipments etc) – (Group Name & Group Code)
- vi. Asset type (Electrical Equipment/ Printer/Chair etc) – (Ledger Name & Ledger Code)
- vii. Description of Asset - (in terms of item Eg Heater, Refrigerator falls under Electrical Equipment etc)
- viii. Year of Purchase – (Financial year) – Eg: 2019-20, 2020-21
- ix. Date of Purchase / Available for Intended use date – (Date) – in DD-MM-YYYY format
Eg. 25-02-2022
- x. End date / Period upto which Depreciation to be calculated – (Date) – in DD-MM-YYYY format
- xi. Total Life - (in months)
- xii. Expired Life - (in months)
- xiii. Balance Useful Life (in months)
- xiv. Quantity / No. of Items – (in nos.) – Quantity shall not be more than 1 nos. per line item
- xv. Cost / Gross Value as on 01.04.2021– (in Rs.) rounded off to next digit
- xvi. Addition during the year – (in Rs.) rounded off to next digit
- xvii. Cost Transfer-in – (in Rs) rounded off to next digit
- xviii. Adjustment/Transfer-out/Sale/Write off – (in Rs.) rounded off to next digit
- xix. Cost / Gross Value as on 31.03.2022 – (in Rs.) rounded off to next digit
- xx. Accumulated Depreciation as on 01.04.2021 - (in Rs.) rounded off to next digit
- xxi. Depreciation Transfer-In / Prov for depreciation added during PV – (in Rs.) rounded off to next digit
- xxii. Depreciation Transfer out / Sale / Write off - (in Rs.) rounded off to next digit
- xxiii. Excess Depreciation Written Back - (in Rs.) rounded off to next digit
- xxiv. Accumulated Depreciation as on 31.03.2022 - (in Rs.) rounded off to next digit
- xxv. WDV as on 31.03.2022 - (in Rs.) rounded off to next digit
- xxvi. Residual value – (in %)
- xxvii. Depreciation for the Year 2021-22 [Current year]– (in Rs.) rounded off to next digit
- xxviii. Accumulated Depreciation as on 31.03.2022 [CLOSING] – (in Rs.) rounded off to next digit
- xxix. WDV as on 31.03.2022 [CLOSING] - (in Rs.) rounded off to next digit
- xxx. Sale Value – (In Rs.)

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- xxxi. Profit or Loss on Sale of Assets – (In Rs.)
xxxii. Depreciation Expense Ledger Code (43110-43470)
xxxiii. Provision for Depreciation Ledger Code (14200-18300)
xxxiv. Remarks – Transfer in / out / Sale / Disposed / Write Off (or if any)
xxxv. Custodian - (in case of Warehouse – Warehouse manager & in case of RO/CO- Concerned division)
xxxvi. Voucher number & Date
xxxvii. Invoice number & Date
xxxviii. Date of Sale / Disposal – in DD-MM-YYYY format
Identification No. / Tag No. – Schema which is to be followed shown below:
Eg - 10/00/22301/000001

Following logic may please be applied while allocating the tag numbers of assets

- (a) The first two digits shall depict the state code as already given in Tally ERP.
(b) The next 2 digits shall signify the warehouse code/centre code.
(c) The next 5 digits shall be the asset Ledger code as used in tally.
(d) In last the asset tagging shall start from Sl. No. 000001 for each asset.
- xxxix. Buyer
xl. Make
xli. Model
xlii. Supplier Name
- xliii. Fields are which are mandatory and fields which are optional are indicated in the excel sheet itself. Depreciation is to be provided as per Accounting Policy no. 9 & 10 - Property, Plant & Equipment and Depreciation/Amortization of the Corporation.
- xliv. Unless and until the above is ensured, it would not be possible to post monthly depreciation entries cost center wise on or before 10th of subsequent month.
- xlv. The list of items to be capitalized under various heads of accounts is given in **Annexure-II** and to be followed strictly. The items in list is not exhaustive but illustrative, any other item of similar nature is to be booked in the relevant head of account.
- xlvi. The format of Fixed Asset Register is also being sent in excel separately to all the Regional Offices. One instance has been mentioned in excel sheet for reference (for calculation of depreciation on old asset and new asset)



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9. Accordingly, Regions are advised as under:

- a) Start maintaining the Fixed Asset Register as per the enclosed excel format so that the data can be easily filtered and formulas can be applied on same for calculation of depreciation.
- b) After the finalization of accounts of F.Y. 2021-22 by 15.04.2022, the Fixed Asset Register duly updated and matched with audited books of accounts be sent to Corporate Accounts Section in the revised format..

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by Amit Puri
Date:
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(Amit Puri)
GM (Tax & A/cs)

Enc: As above.

Distribution to:

1. All Regional Managers of CWC.
2. All DGMs/AGMs/Managers/ (Sr.) Asstt. Managers in-charge of the Finance, Accounts & Internal Audit Wings of all ROs.

Copy for information to:

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2. GGM (F&A), CWC, CO, New Delhi.
3. Director(Fin.), CWC, CO, New Delhi
4. Supdt.(MIS), CWC, CO, New Delhi, to place this Circular on CWC's Website.
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ANNEXURE-II
LIST OF ITEMS TO BE CAPITALISED UNDER VARIOUS HEAD

<u>Sl.No.</u>	<u>Assets Group Code No.</u>	<u>Assets Ledger Code No.</u>	<u>Main category of Assets and Description of Items (If Costing more than Rs.500/-)</u>
1	<u>FURNITURE & FIXTURES - 21200</u>	21201	<u>ALMIRAH</u> 1.Almirah 2.Steel/Wooden Almira
		21202	<u>CHAIR</u> 1.Armed Chair 2.Chair 3.Armless chair 4.Laboratory Chairs
		21203	<u>FURNITURE RACKS</u> 1.Racks 2.Laboratory Racks 3.Filling Cabinets 4.Metal Shelving cabinets
		21204	<u>TABLE</u> 1.Table/Office Table 2.Dining Table 3.Study Table
		21205	<u>OTHER FURNITURE ITEMS</u> 1.Carpets 2.Beds (Guest House) 3.Sofa Sets 4.Show case 5.Settees 6.Wooden Counters 7.Wooden/PVC partition 8.Wooden screen partition
2	<u>OFFICE EQUIPMENT:- 22300</u>	22301	<u>PRINTERS AND SCANNERS :-</u> 1.Printer 2.Scanner
		22302	<u>UPS/STABILIZER</u> 1.UPS 2.Stabilizer
		22303	<u>Telecom/Intercom:-</u> 1.Intercom 2.Telephone
		22304	<u>Photostate Machine:-</u> 1.Photocopier Machine

		22305	<u>PAPER SHERDER</u> 1.Paper Sherder
		22306	<u>FINGER PRINT/BIO-MATRIC DEVICE</u> 1.Finger print machine 2.Bio-matric machine
3	<u>OTHER EQUIPMENT - 22600</u>	22601	<u>ELECTRICAL EQUIPMENT</u> 1.Ceiling Fan 2.Table Fan 3. Pedestal Fan 4. Exhaust Fan 5. Television 6. Projector/Slide projector 7. Refrigerator 8. Hot case 9. VC Equipment 10. Halogen 11. Emergency Light 12. Geysar 13. Heat Converter 14. Generator Set 15. Room Heater 16. Heat Converter 17. Electric Kettle 18. Electric Heaters 19. Aqua Guard/Water purifiers 20.Oven 21. Table Lamp
		22602	<u>AIR COOLER</u> 1.Air Cooler 2. Air/Desert/Room/Water Cooler with trolley
		22603	<u>AIR CONDITIONER</u> 1.Air Conditioner
		22604	<u>OTHER EQUIPMENTS</u> 1. Platform trolley 2. Beam scale/platform scale 3. Fire extinguisher 4. Cycle 5. Grain cleaning machines 6. Vacuum cleaner

			<ul style="list-style-type: none"> 7. Fork lifts 8. Bag stacking machine 9. Camera
		22606	<p><u>CCTV cameras</u></p> <ul style="list-style-type: none"> 1. CC-TV Cameras
4	<u>VEHICLES:-</u>	22200	<ul style="list-style-type: none"> 1. Motor Car 2. Motor Cycles 3. Jeep 4. Van 5. Scooter
5	<u>LABORATORY EQUIPMENT:-</u>	21400	<ul style="list-style-type: none"> 1. Moisture meter 2. Sampler divider 3. Thermometer 4. Hygrometer
6	<u>DISINFESTATION EQUIPMENTS:-</u>	21100	<ul style="list-style-type: none"> 1. Foot sprayer 2. Knap 3. Power duster 4. Hand rotary duster 5. Cynogas foot pump 6. Methyl bromide tubing 7. Respirator 8. HC Sprayer