



CENTRAL WAREHOUSING CORPORATION (A Govt. of India Undertaking)



Date:09-01-2024

जन-जन के लिए भण्डारण/Warehousing for Everyone

CWC CO-FD0CA/52/2023-FINANCE

ATEMENTS

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.

Digitally signed by RATTI RAM AGGARWAL Date: 2024.01.09 17:42:30 +05'30'

(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:

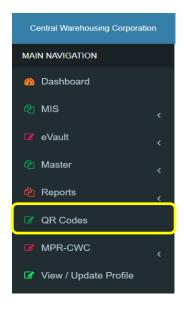
- 1. GM (F&A), CWC, Corporate Office, New Delhi
- 2. All HoDs, CWC CO, New Delhi
- 3. Director (Finance/Pers.), CWC, CO, New Delhi
- 4. MD, CWC, CO, New Delhi
- 5. PPS to GGM (systems), CWC, CO, New Delhi with the request to place this Circular on CWC's website
- 6. Manager (Rajbhasha), CWC, CO, New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

User Manual for e-tool for Asset Tagging

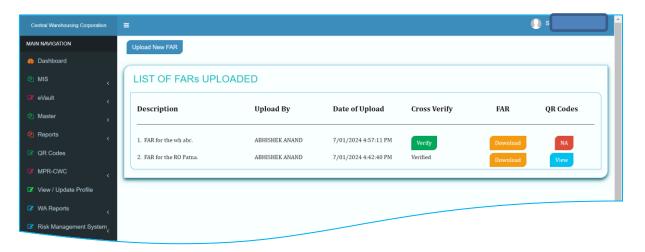
<u>Step I</u> - To provide the FAR excel to the MIS division and download the QR codes for asset tagging, user will open the following link (http://52.140.121.32:9020/) and login with their MPR Credentials and enter Captcha.



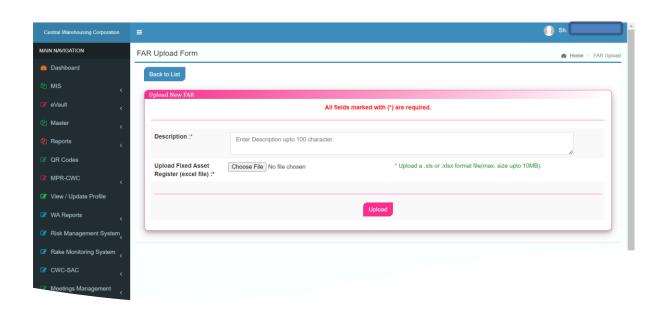
<u>Step II</u>: After login with user id and password user will see the following menu in their menu bar.



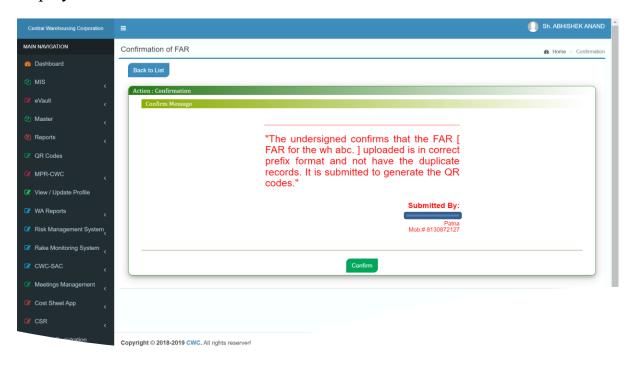
Step III: After click on QR codes tab following window will be appear.



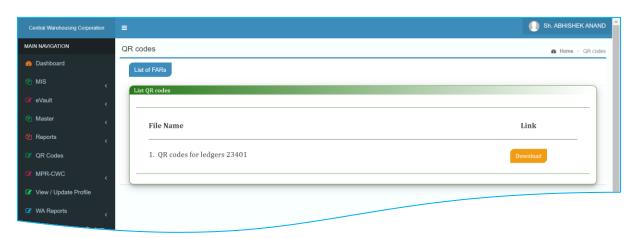
Step iii (a) : By clicking on Upload New FAR button following screen will appear.



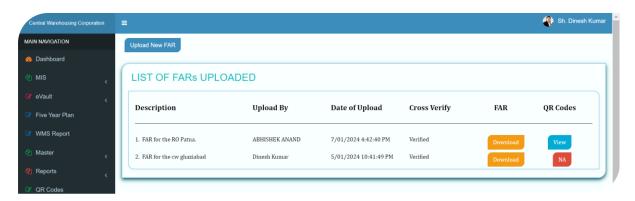
Step iii(b) Only verified FAR will appear in the MIS division account. Therefore, to verify the FAR click on verify button. Following screen will display after clicked. Click on Confirm button to confirm.



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





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

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





WAREHOUSING CORPORATION CENTRAL







Profit or Loss on Sale of Assets – (In Rs.) xxxi.

Depreciation Expense Ledger Code (43110-43470) xxxii.

Provision for Depreciation Ledger Code (14200-18300) xxxiii.

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)

Voucher number & Date xxxvi.

Invoice number & Date xxxvii.

Date of Sale / Disposal - in DD-MM-YYYY format xxxviii.

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

- The first two digits shall depict the state code as already given in Tally ERP. (a)
- The next 2 digits shall signify the warehouse code/centre code. (b)
- The next 5 digits shall be the asset Ledger code as used in tally. (c)
- In last the asset tagging shall start from Sl. No. 000001 for each asset. (d)

xxxix. Buyer

> Make xl.

Model xli.

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.
- The list of items to be capitalized under various heads of accounts is given in xlv. 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)













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..

Digitally signed by Amit Puri Date: 2002.203.29 17:03:58

(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:

- 1. All DGMs/AGMs/Managers/(Sr.) Asstt. Managers/Accountants in Finance, Accounts & Internal Audit Cadre at CWC, Corporate Office, New Delhi.
- 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.
- 5. Manager (Rajbhasha), CWC, CO, New Delhi with a request to arrange Hindi Version of this Circular.

Annexure

No.																					Annexure I
March Marc	SI No		Company (Name & Company	Warehouse / RO / CO (Name & Cost	Asset Group (Group Name & Group Code)	Asset Type (Ledger Name & Ledger code)	of Asset (in terms of	Purchase	Intended use date / Date of Purchase (DD	which Dep to be calculated / End Date (DD-	(in	Life (in	Life (in	Qty.	Gross Value (in Rs)s on	during the year (in	Transfer in	t/Transfer out /Sale / Write off	Value (in Rs)	Depreciation as on 01.04.2021 (in	Transfer In / Provision for Dep added during PV (in
March Marc		Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
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Second Column					20200 - LAND (LEASE HOLD)	20200 - LAND (LEASE HOLD)															
Second S					20300 - WAREHOUSES AND GODOWN	20300 - WAREHOUSES AND GODOWN															
No. 00000000000000000000000000000000000					20400 - ELECTRICAL INSTALLATION	20400 - ELECTRICAL INSTALLATION															ı
Second Content					20500 - WATER INSTALLATION	20500 - WATER INSTALLATION															
Second Column					20600 - OFFICE BUILDINGS	20600 - OFFICE BUILDINGS															1
Second Content					20800 - POLY PALLETS	20800 - POLY PALLETS															1
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Company Comp																					
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1700 - LORDY WEST BEREZE (INTER SYSTALATEN) 1700 - LORDY WEST BE		CORPORATE	E OFFICE 10100 - CORPORAT	OFFICE 1000 - CORPORATE	21600 - LAPTOPS	21600 - LAPTOPS	LAPTOP	2021-2022	03/07/2021	31/03/2022	36	9	27	1		59000			59000	0	
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	-																				
2200. GFEEL EQUIPMENTS 2220. IPROTRIES AND SCANDERS	-																				
2300 - OFFICE EQUIPMENTS 22501 - FIRECORDINE							+														
2200 OFFICE EQUIRMINS 2304 - PROTOSTATE MACRINE																					
2000 - GPEE EQUIPMENTS 2205 - FAPEE SIREADER							+														
2290 OFFIE EQUIPMENTS 2295 - FINCER PERIFEMATRIC DEVEE																					
2200 - OFFICE ROUPMENTS 2207 - FEMANC MACHINE																					
2200 - OFFICE EQUIPMENTS 2309 - FORM OFFICE EQUIPMENTS 2200 - TOTAL OFFICE EQUIPMENTS 2300																					i
2200 - OFFICE RQUIPMENTS 2209 - CONTAINER YARDS OWN 2509 - CONTAINER																					i
2299. RAILWAY SIDROGOWN 2290. FARILWAY SERVIC NOWN																					i
2299 - CONTAINEY ALRES OWN 2599 - CONTAINEY ALRES OWN																					i
2009- ORDER EQUEPAINTS 2001- AER COLERS	\Box																				i i
2009- ORDER EQUEPAINTS 2001- AER COLERS					22600 - OTHER EQUIPMENTS	22606 - CCTV CAMERAS															
2009- OHIRE ROUPHINTS 2004- ARC CONDITIONES						22601 - ELECTRICAL EQUIPMENTS	1														
2200 - OHIER EQUIPMENTS 2204 - OHIER EQUIPMENTS 2205 - CONSTRUCTION EQUIPMENTS 2205 - CONVERTIBLE PLATITS																					
2299- OHBER QUEWINTS 2299- LORSY WEGI REBERGE							1														
2200 - CONSTRUCTION EQUEMENTS 2300 - CONSTRUCTION EQUEMENTS					22600 - OTHER EQUIPMENTS	22604 - OTHER EQUIPMENTS	1														
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2300 - NON-CONVERTIBLE PLINTIS 2300 - NON-CONVERTIBLE PLINTIS	Ш																				
2409 MOBILE PIRONS 2309 MOBILE PIRONS 2309 MOBILE PIRONS	ш																		-		
2550 - ROOF (PRE-COATED GALVALIME STEEL SHEET)	\perp																				1
2500 - FLOOR (CEMENT CONCRETE)	\sqcup																				
2770 - ROAD (CEMENT CONCRETE) 25700 - ROAD (CEMENT CONCRETE)	\perp																				
2000 - RIGHT TO USE OF LAND 2000 - REGHT TO USE OF LAND 2100 - REGHT TO USE OF LAND 2100 - REGHT TO USE OF RENNING CONTAINER TRAINS	\square																				
2410 - REGN FEE FOR RUNNING CONTAINER TRAINS 24100 - REGN FEE FOR RUNNING CONTAINER TRAINS 24200 - SOFTWARES 24200 - SOF	\square																				
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2400 - LICENSE FEE FOR PRIVATE FREIGHT TERMINAL. 2400 - LICENSE FEE FOR PRIVATE FREIGHT TERMINAL.	\square																				
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Depreciation Transfer out / Sale / Write off (in Rs)	Excess Depreciation Written Back (in Rs)	Accumulated Depreciation as on 31.03.2022 (in Rs)	WDV as on 31.03.2021 (in Rs)	Residual Value (in %)	Depreciation for the year 2021- 22 (Current Year) (in Rs)	Accumulated Depreciation as on 31.03.2022 (CLOSING) (in Rs)	WDV as on 31.03.2022 (CLOSING) (in Rs)	Sale Value (in Rs)	Profit or Loss on sale of Assets (in Rs)	Depreciation Expense Ledger Code (43110- 43470)	Provision for Depreciation Ledger Code (14200-18300)	Remarks (Transfer In / Transfer Out / Sale / Disposed / Write Off (or if any)	Custodian (Warehouse Manager / Concerned Division)	Voucher no. & Date	Invoice No. & Date	Date of Sale / Disposal (DD- MM-YYYY)	Identification No. / Tag no.	Buyer	Make	Model	Supplier Name
Mandatory	Mandatory	Mandatory	Mandatory	Mandator	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Optional	Mandatory	Mandatory	Optional	Optional	Optional	Optional
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		0	59000	5%	14013	14013	44987			43250	15600			10/PYMT/20/1552							
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										43270	15900										
										43280 43290	16000 16100										
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ANNEXURE-II LIST OF ITEMS TO BE CAPITALISED UNDER VARIOUS HEAD

Sl.No.	Assets Group Code No.	Assets Ledger Code No.	Main category of Assets and Description of Items (If Costing more than Rs.500/-)
1	FURNITURE & FIXTURES - 21200	21201	ALMIRAH 1.Almirah 2.Steel/Wooden Almirah
		21202	2.Steel/ wooden Amman CHAIR 1Armed Chair 2.Chair 3.Armless chair 4.Laboratory Chairs
		21203	FURNITURE RACKS 1.Racks 2.Laboratory Racks 3.Filling Cabinets 4.Metal Shelving cabinets
		21204	TABLE 1.Table/Office Table 2.Dining Table 3.Study Table
		21205	OTHER FURNITURE ITEMS 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	OFFICE EQUIPMENT:- 22300	22301	PRINTERS AND SCANNERS:- 1.Printer 2.Scanner
		22302	UPS/STABILIZER 1.UPS 2.Stabilizer
		22303	Telecom/Intercom:- 1.Intercom 2.Telephone
		22304	Photostate Machine:- 1.Photocopier Machine

		22305	PAPER SHERDER 1.Paper Sherder					
			FINGER PRINT/BIO-MATRIC DEVICE					
			1.Finger print machine					
		22306	2.Bio-matric machine					
3	OTHER		ELECTRICAL EQUIPMENT					
	EQUIPMENT -		1.Ceiling Fan					
	<u>22600</u>		2.Table Fan					
			3. Pedestal Fan					
			4. Exhaust Fan					
			5. Television					
			6. Projector/Slide projector					
			7. Refrigerator					
			8. Hot case					
			9. VC Equipment					
		22601	10. Halogen					
			11. Emergency Light					
			12. Geyser					
			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					
			AIR COOLER					
		22602	1.Air Cooler					
		22002	2. Air/Desert/Room/Water Cooler with trolley					
			AIR CONDITIONER					
		22603	1.Air Conditioner					
			OTHER EQUIPMENTS					
			1. Platform trolley					
			2. Beam scale/platform scale					
		22604	3. Fire extinguisher					
			4. Cycle					
			5. Grain cleaning machines					
			6. Vacuum cleaner					
	!	ı	1					

			7. Fork lifts
			8. Bag stacking machine
			9. Camera
		22606	CCTV cameras
4	VEHICLES		1.CC-TV Cameras
4	<u>VEHICLES:-</u>		1. Motor Car
			2. Motor Cycles
		22200	3. Jeep
			4. Van
			5 .Scooter
5	LABORATORY		1 Moisture meter
	EQUIPMENT:-	21.400	2. Sampler divider
		21400	3. Thermometer
			4. Hygrometer
6	DISINFESTATION		1. Foot sprayer
	EQUIPMENTS:-		2. Knap
			3. Power duster
		21100	4. Hand rotary duster
		21100	5. Cynogas foot pump
			6. Methyl bromide tubing
			7. Respirator
			8. HC Sprayer