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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



No. CWC CO-FD0PAY/5/2021-FIN

14th September, 2023

The Regional Manager

Central warehousing Corporation Regional Office

**Ahmedabad/ Bangalore/ Bhopal/ Chandigarh /Chennai /Delhi /Guwahati /Hyderabad
/Jaipur /Kochi /Kolkata /Lucknow /Mumbai /Patna**

Sub: Additional exemptions from mandatory submission of Digitally Signed Bills (DSC)

- Ref.: 1. Circular No. CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM dated 03.01.2023
2. Circular No. CWC CO-FD0PAY/5/2021-FIN dated 18.03.2023.
3. No.CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM dt. 11.01.23

Sir,

1. Apropos above referred circular dated 03.01.2023, 11.01.23 and 18.03.2023, exemption was given by the Corporation from submission of Digitally Signed Invoices/Bills through BTS for certain categories of vendors and suppliers.
2. As per the approval of Competent Authority, following types of procurements shall also stand exempted from mandatory submission of digitally signed (DSC) bills/BTS by vendor.
 - i. Weighment charges - (places where CWC had out-sourced weighment services from Dharm Kanta (धरम काँटा) suppliers.
 - ii. Laboratory charges - (Cases where, in emergent situations, a warehouse has to analyse good grain items for various activities for which local vendor are only approached).
 - iii. Guest House expenses - (Consumables for maintenance of guest house cleaning material, soap, dustbin, dusters etc. purchased from local vendors).
 - iv. Gate pass issuance Charges – (For various containers or otherwise for which local suppliers/associations are only available).
3. However, in line with the circular No.CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM dt. 11.01.23, all the bills exempted from mandatory digital signatures are to be processes/paid through BTS only by following the stipulated procedures of payments for such invoices/bills.

(Amit Puri)
General Manager (F&A)

Copy to: For ensuring compliances

1. All HoDs at CWC, CO New Delhi
2. All DGMs/AGMs/managers/Sr.Asstt. Managers/accountant in Finance ,Accounts & Internal Audit Wings of all ROs/COs.

Copy to: For information please.

1. MD/Dir (Fin)/Dir. (Pers), CWC, CO New Delhi.
2. Supdt. (Systems), CWC, Co New Delhi with the request to place this circular on CWC's website

निगमितकार्यालय : 4/1, सीरीइंस्टीट्यूशनलएरिया, अगस्तक्रांतिमार्ग, हौज़खास, नईदिल्ली-110016.
CO: 4/1, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.
टेलिफोन/Landline:011-40810544, ई-मेल/Email: puri.amit@cewacor.nic.i

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केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM

Date: - 03.01.2023

To,

All HoDs & RMs, CWC.

Sub.:- Clarification to the circular no. CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM, dated:- 09.12.2022 on "Acceptance of Digitally signed invoices/bills through BTS, for payment to vendors/suppliers."

With reference to above mentioned circular, following clarifications may please be perused for compliance:

- a) Mandatory digital signatures on the invoices/ bills, dated before 01.01.2023 is not required for processing the payments.
- b) The following depicted organization's bills/invoices shall be exempted from mandatory submission of the digitally signed invoices:-
 - i. Government Organizations/ PSUs.
 - ii. Utility bills of private organizations.
 - iii. Speed Post bills by Indian Post Office.
 - iv. Statutory Notices related to property tax and other statutory dues of the Corporation.
 - v. Quarterly payments being made to residential flats of the Residence Welfare Association and Asiad Village.
 - vi. Spot purchases done by Committee from the market.
 - vii. Bills/ Invoices pertaining to Arbitrators, Law firms or Lawyers of Supreme Court & High Court or from any Professionals.
- c) BTS shall not be leveraged for bills/ invoices against which CWC's employees have already paid in advance & the payment is to be reimbursed including the bills/ invoices pertaining to imprest/ temporary advance.

This issues with the approval of Competent Authority.

Group General Manager (System & Personnel)

Copy for information :-

1. PS to MD/ Sr. PA to DIR (Fin)/ PPS to DIR (Pers), CO, CWC.
2. Main File.

निगमित का0: 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नई दिल्ली-110016

CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 ई-मेल: ggmsystem@cewacor.nic.in

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Amrit Mahotsav



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(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-FD0PAY/5/2021-FIN

Dated: 18.03.2023

To,
Regional Manager
Central Warehousing Corporation
Regional Office
ALL

Sub: Additional exemptions from mandatory submission of Digitally Signed Bills (DSC)

Ref.: Circular No. CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM dated 03.01.2023

1. Apropos above referred circular dated 03.01.2023, exemption was given by the Corporation from submission of Digitally Signed Invoices/Bills through BTS for certain categories of vendors and suppliers.
2. As per the approval of Competent Authority, following types of procurements shall also stand exempted from mandatory submission of digitally signed bills or bills through BTS.
 - i. Procurement through Government e-Market place (GeM).
 - ii. IPD bills of Hospitals
 - iii. Food & Beverages bills/Restaurant Bills
 - iv. Hotel Stay bills for Director and other senior executives submitted directly by Hotel
 - v. Photocopy related bills
 - vi. Photographer Bills
 - vii. Tent house Bills
 - viii. Supply of Flower and bouquet related bills
 - ix. Purchase of book/magazine related bills
 - x. Newspaper Bills

Digitally signed
by AMIT PURI
Date:
2023.03.20
15:48:55 +05'30'

(Amit Puri)
General Manager (F&A)

Copy to : For ensuring compliances

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

Copy for information to:

1. MD/ Dir(Pers)/ Dir(M&CP)/ Dir(Finance), CWC, CO New Delhi.
2. PPS to GGM (systems), CWC, CO, New Delhi with the request to place this Circular on CWC's website.

निगमित कार्यालय : 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नईदिल्ली-110016.
CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.
टेलिफोन/Landline: 011-47049063, 41051165, ई-मेल/Email: puri.amit@cewacor.nic.in



No. CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM

Date: - 11.01.2023

To,

All HoDs & RMs, CWC.

Sub.:- Acceptance of Digitally signed invoices/bills through BTS, for payment to vendors/ suppliers...reg.**Ref.:-**

- a) Circular of even number dated: - 09.12.2022.
- b) Letter dated:- 03.01.2023, dated:- Clarification to the circular no. CWC CO-MIS/27/2021-MANAGEMENT INFORMATION SYSTEM, dated:- 09.12.2022 on "Acceptance of Digitally signed invoices/bills through BTS, for payment to vendors/suppliers."
1. Clarification against aforementioned circular was issued by MIS Division vide letter referred at "b" above wherein various types of bills/ invoices were exempted from having mandatory digital signatures. In this regard various queries were being received from RO & various Divisions of CO. Accordingly, following points may be followed for compliance:-
 - a) All the bills exempted from mandatory digital signatures are to be processed/ paid through BTS only by following the stipulated procedures of payments for such invoices/ bills.
 - b) For registering these bills/ invoices in BTS, "Add Invoice" rights shall be extended to users registered under respective "Dak & Dispatch Section".
 - c) It shall be the responsibility of the officials of the Dak & Dispatch Section, Operating Division/ Section and Payments Section to ascertain that physically/ ink signed invoice registered in BTS is under exempted category.
 - d) Multiple instances have been observed that while registering the invoice in BTS, the amount of invoice is wrongly entered. Thus, Operating Division shall be required to have due diligence before forwarding any invoice for payment.

ANIL

MANIK RAO

 Digitally signed by
ANIL MANIK RAO
Date:.....
.....+.....'

Group General Manager (System & Pers)

Copy for information to:-

1. PS to MD/ Sr. PA to DIR (Fin)/ PPS to DIR (Pers).
2. Main file.

निगमित का0: 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नई दिल्ली-110016

CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 ई-मेल: ggmsystem@cewacor.nic.in