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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-FDOCASH/8/2022-FINANCE

19th July, 2022

Cash & Bank Circular # 2

Sub: Standard Operating Procedure (SOP) which to be followed by all the Authorized Signatories of bank accounts of the Corporation while making payments

**Ref: (i) No. CWC/FD-CASH/Account Opening (e-Payment)2017-18 dated 16.03.2018
(ii) No. CWC/FD-Cash/Bank System/2018-19 dated 21.05.2019**

1. During the review of the process being followed by various Regional Offices, it has been noticed that the practice of releasing the bank payments through on-line mode/ issuance of cheques or through any other mode is not uniform. Regional Offices are following different practices for making bank payments with no standard checklist. In order to rule-out any duplicate payment, any wrong payment, any errorous payment, an SOP has been prepared as under which needs to be followed.
2. At present, in all the Bank Accounts of the Corporation, three level checks has been introduced which consists of Maker of the payment, checker of the payment and approver of the payment. This Maker, Checker and Approver mechanism is followed for on-line payment as well as for cheques payments.
3. The following SOP is to be followed at the three levels:
 - (i) **SOP for Maker Level:**
 - a. Before making the payment the maker shall verify that the requisite documents i.e. Digitally Signed Sanction Order (SO), Invoice and Purchase Voucher (in case of payment to vendor/supplier) or payment voucher (in case of Payment to Employees, or direct payment against expenses are in place). The amount in words and figures must match with the Sanction Order.
 - b. The bank details must be mentioned in the Sanction order by the operating division while issuing the same for payment.
 - c. After confirming the above the maker shall create the accounting voucher in Tally ERP for making the payment.
 - d. In case of on-line payment, the Maker shall log-in into his Bank user id for making the payment.
 - e. The maker shall upload the payment in Online banking portal with the correct amount, and bank details.
 - f. For statutory payments there are no invoices. The operating division/section to issue sanction order as well as Tax payment challan, if any, for the payment along with creation of accounting voucher in tally.
 - g. For issuance of cheque, no bearer cheque to be issued. All cheques must be crossed Account payee, non-negotiable and non-transferable stamp.

निगमित कार्यालय: 4/1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हाऊ ख़ास, नई दिल्ली-110016.

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

टेलिफोन/Landline:011-40810544, ई-मेल/Email: puri.amit@cewacor.nic.in



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- h. Every Cheque issuance must be recorded in Tally and register to be maintained in Tally ERP only. No manual checklist is to be maintained.
- i. The maker shall record the upload / making of payment in e-office file and forward the same to Checker for first stage approval.
- j. Maker is advised not to share his online banking passwords with anyone and also keep on changing the same over regulars interval for security purpose.
- k. In situations of non-uploading of payment file in online banking or any technical problem, or any other error like payment uploaded with incorrect account details etc., the maker must verify that the uploaded file is cancelled or rejected only then the payment with correction is uploaded. One payment should not be uploaded again until and unless the first payment file is cancelled.
- l. Whereas maker is not the authorised signatory, he is equally responsible for any incorrect or wrong payment due to inadvertency or gross negligence.

(ii) SOP for Checker Level:

- a. Checker is the first stage authorised signatory. The necessary details and documents i.e. Invoice, Accounting Voucher, Sanction order, Tax challan (wherever applicable) must be cross verified by the Checker before approving the payment or signing the cheque or any other bank document in the capacity of authorised signatory.
- b. Checker must record regarding the first stage approval on the e-office file and forward the same to approver for final approval.
- c. Checker must not share his bank payment passwords with anyone and keep on changing the passwords for security purposes at regular intervals.
- d. No payment should be approved by the checker, without the receipt of the e-office file.
- e. No bearer cheques are permitted to be signed by the checker. Only cheques crossed with Account payee, non-negotiable and non-transferable stamp can be signed by checker.
- f. It will be responsibility of the checker if any fraudulent activity is occurred due to issuance of bearer cheque signed by him/her.

(iii) SOP for Approver Level:

- a. Approver is the last signatory on the online payment, cheques or any other instrument/documents to be signed in the capacity of the authorised signatory.
- b. The approver must verify the bank details, amount of payment and other documents while approving the payment or signing the cheque/ or any banking document.
- c. Approver must not share his bank payment passwords with anyone and keep on changing the passwords for security purposes at regular intervals.
- d. No payment should be approved by the approver, without the receipt of the e-office file.

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- e. No bearer cheques are permitted to be signed by the approver. Only cheques crossed with Account payee, non-negotiable and non-transferable stamp can be signed by checker.
 - g. It will be responsibility of the checker if any fraudulent activity is occurred due to issuance of bearer cheque signed by him/her.
4. Instructions are already in place from Corporate Office vide letter (i) & (ii) referred above that no cheques are to be issued for making the payments. All the payments are to be made through on-line banking only. **In exceptional circumstances, the cheques are to be issued for payment. Exceptional circumstance is to be approved by Regional Manager at Regional Office and HoD, Finance at Corporate Office and reasons to be recorded in file.**
5. The above SOPs are mandatorily to be followed by all the Regional Offices / CO without fail while making online payment/ signing cheque / any other document in the capacity of the authorised signatories in the bank account. No deviation in the above procedure shall be allowed.

This issues with the approval of Director(Fin.).

Digitally signed
by Amit Puri
Date:
2022.07.19
17:55:26 +05'30'

(Amit Puri)

General Manager(F&A)

Enc:As above

Distribution to:

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

Copy for information to:

1. PS to MD/PA to Director (Fin.) CWC, CO, New Delhi.
2. GGM(F&A), CWC, Corporate Office, New Delhi
3. All DGMs/AGMs/Managers/(Sr.) Asstt.Managers /Accountants in Finance, Accounts & Internal Audit Cadre at CWC, Corporate Office, New Delhi.
4. Supdt. (MIS), CWC, CO, New Delhi –with a request 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.

निगमित कार्यालय: 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.

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ANNEXURE I



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जम के लिए भण्डारण WAREHOUSING FOR EVERY ONE

No.CWC/FD-Cash/Bank System/2018-19

Date: 21st May, 2019

Regional Manager

Central Warehousing Corporation

Regional Office

ALL

Sub: Operation of bank accounts through internet banking - regarding

Sir,

In inviting a kind reference to the cited subject, this office communication dated 16.03.2018 (copy enclosed) may please be referred vide which the detail guidelines alongwith the extract of the minutes of the BoD dated 12.02.2018 (Agenda item No. 335.17) was circulated for operating the bank accounts through internet banking.

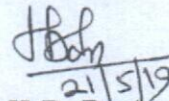
It is expected that, the bank accounts are being operated through internet banking as per the guidelines. In this regard, it is requested to kindly confirm that the operation of the bank accounts are being made through internet banking and no cheque is issued in reference to any transactions in normal course of time.

However, in exceptional cases if the cheques are required to be issued, in such scenario, the accounts incharge has to record the reasons and made the payment through cheques.

A line of confirmation regarding the operation of bank account through internet banking may please be submitted to this office.

Thanking you,

Yours faithfully


21/5/19
(Dr. H.B. Das)
Dy.GM(F&A)

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



4/1, Siri Institutional Area,
Hauz Khas, New Delhi-110016

CWC/FD-CASH /Account Opening (e-PAYMENT)/2017-18

Date:-16.03.2018

The Regional Manager
Central Warehousing Corporation,
All Regional Offices

31/3/18

Subject: - Permission to Operate Bank Accounts through Internet Banking..... reg.

Sir,

It is to inform you that the Board of Directors in its 335th meeting held on 12.02.2018 has given permission to operate bank accounts through internet banking vide agenda item no. 335.17.

A copy of Extract of minutes of the 335th meeting of the Board of directors held on 12.02.2018 with respect to agenda item no. 335.17 duly certified by the Secretary, CWC is enclosed herewith which can be submitted to the bank for obtaining net banking facility with transaction right in the RM Operational Account. The Regional managers are, therefore requested to authorise officers for operating e-bank accounts (internet banking) at Regional Offices who will obtain a separate user ID and password from the bank.

Regional Manager is requested to ensure that Bank accounts of the Corporation may be operated through e-banking (internet Banking), jointly by any of the two officer one each from Group-I and Group-II by login through their separate Login IDs and password only as detailed below:

- Basic information of the payments will be punched by a person which is verified by the checker thereafter authorised by an authoriser before making final payment.
- Signatories from Group -II, will be having role of Checker of payment.
- Signatories from Group -I, will be having role of Authoriser of payment.

After authorising online transaction by authoriser payment will be settled and credited to beneficiary account.

(Page 1 of 2)

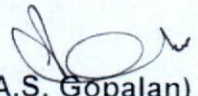
[Signature]
31/3/18

ok

It may also be noted that the officer who operates the net banking will be responsible for the payment and he will also sign the Bank withdrawal Voucher mentioning/checking the bank transaction number.

It may also be ensured that the bank reconciliation is carried out periodically in shorter interval to check that there is no wrong payment or no amount has been returned back.

Yours faithfully




(A.S. Gopalan)

Dy.Gen.Manager (FIN)

Encl. As above.

N.O.O.Copy to :

1. DGM (Tax), CWC, CO, New Delhi.
2. PPS to GGM (F & A) CWC, CO, New Delhi
3. SAM to Director (Fin.), CWC CO New Delhi.
4. PS to GM (Fin.) CWC, CO, New Delhi.

ok 

EXTRACTS OF THE MINUTES OF THE 335TH MEETING OF THE BOARD OF DIRECTORS HELD ON 12.02.2018.

AGENDA ITEM NO. 335.17

PERMISSION TO OPERATE BANK ACCOUNTS THROUGH INTERNET BANKING.

The Board resolved as under:

- A. The Bank accounts of the Corporation can be operated through e-banking (internet Banking), jointly by any of the two officers one each from Group-I and Group-II by login through their separate Login IDs and passwords. The officers in the Group-I and group-II will be the same as approved by the Board as detailed below:

At Corporate Office Level	At Regional Office Level	At Construction Cell Level
<p><u>Group-I</u> 1. Managing Director, 2. Director (Finance) 3. General Manager(F&A) 4. Dy. General Manager (F&A), 5. Assistant General Manager(F&A), 6. Manager(Accounts)</p> <p><u>Group-II</u> 1. Senior Assistant Manager(Accounts) 2. Assistant Manager (Accounts)</p>	<p><u>Group-I</u> A. Regional Manager, B. Assistant General Manager(Accounts)/ (Genl.) C. Manager(Accounts)/Genl.) D. Sr. Asstt. Manager (Accounts)/(Genl.)</p> <p><u>Group-II</u> A. Assistant Manager (Accounts) B. Storage & Inspecting Officer C. Accountant</p>	<p><u>CC Headed by Superintending Engineer</u> <u>Group-I</u> I. Superintending Engineer, II. Surveyor of works</p> <p><u>Group-II</u> Deputy/Sr. Assistant/ Assistant Manager(Accounts)</p> <p><u>CC Headed by Executive Engineer</u> <u>Group-I</u> i. Executive Engineer, ii. Assistant Surveyor of works</p> <p><u>Group-II</u> Sr. Asstt./ Assistant Manager(Accounts)/ Accountant</p>

- B. Individual officers for operating e-bank accounts (internet banking) at Corporate Office will be nominated by Director (Finance).
- C. Individual officers for operating e-bank accounts (internet banking) at Regional Offices and Construction Cells will be nominated by Regional Manager and Construction Cell incharge respectively.
- D. All cheques, bills notes and other negotiable instruments will be endorsed for and on behalf of the Corporation jointly by two officers, one each from Group-I and II as per the existing practice.

CERTIFIED TRUE EXTRACT

(A.S. GOPALAN)
 SECRETARY

ए.एस. गोपालन/A.S. GOPALAN

सचिव/ Secretary

ए.एस. गोपालन/A.S. GOPALAN