



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.