



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: - 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.

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.

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