



75  
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. No. CWC-FD/CA-Accounts Circular/21-22

2<sup>nd</sup> December, 2021

**ACCOUNTING CIRCULAR NO. # 49**

**Sub: Physical verification of Fixed Assets (movable) of the Corporation as on 31/12/2021 (with the target to be completed by 15<sup>th</sup> January, 2022)**

**Ref: Directions of Audit Committee in its 75<sup>th</sup> meeting held on 20/01/2021 and 78<sup>th</sup> meeting held on 06/07/2021.**

1. As per the instructions of the Audit Committee and decision of the management, the exercise of physical verification of movable fixed Assets of the Corporation has to be carried as on 31/12/2021. This exercise needs to be done for each warehouse/centre and the concerned Regions/Corporate Office. The same is required to be completed by 15/01/2022.
2. Instructions may please be issued to Warehouse Managers to conduct the physical verification and submit the report to Regional Office. The said exercise is to be done by forming a Four-member Committee consisting of representatives from Finance, Personal, Engineering & Commercial Division.
3. The Reports may be analyzed and the actual quantities be compared with quantities as per the Fixed Asset Register. Suitable adjustment entries may be passed wherever variances are noticed.
4. In addition, while reviewing the annual accounts of the Corporation for F.Y. 2020-21, the Audit Committee has specifically instructed to review the Fixed Asset register especially for unused items like Fax machines, old and broken furniture, gensets (which literally have no economic value). It was advised by the Audit Committee that the Corporation should identify the unserviceable/old assets which are no longer in use and take necessary steps for disposal of the same.
5. Thereafter, the ROs are advised to send the following:
  - (a) Certificate of physical verification and reconciliation with books of accounts duly signed by RM and Accounts Incharge as per Annexure 'A'.
  - (b) Reconciliation Report in the format as enclosed in Annexure 'B'.

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.

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



75  
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



6. The above exercise may be completed positively by 15<sup>th</sup> January 2022.

Encls: Annexure 'A' & 'B'

(Amit Puri)  
GM(Tax & A/cs)

**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 DGM/AGMs/Managers/(Sr.) Asstt. Managers/Accountants in Finance, Accounts & Internal Audit Cadre at CWC, Corporate Office, New Delhi.
2. GGM (F&A), CWC, Corp. Office, New Delhi.
3. Dir.(Fin.), CWC, CO, New Delhi.
4. MD, CWC, CO, New Delhi
5. GGM (Systems), CWC, CO, New Delhi to place this Circular on CWC's Website.
6. 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.

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

**ANNEXURE- A**

**TO WHOMSOEVER IT MAY CONCERN**

**Sub.: Certificate Of Physical Verification & Reconciliation**

This is to certify that the physical verification of Fixed Assets as on 31.12.2021 has been carried out as per the guidelines/instructions provided by Corporate Office.

The physical verification exercise was conducted at all warehouses including Regional Offices. During the physical verification, no discrepancies has been noticed and wherever there were differences in the quantities of Fixed Assets, the same has been rectified in the books of accounts of the Corporation.

Accounts Head

Regional Manager

Date:

Place:

## Annexure 'B'

**Physical Verification Reconciliation Report as on 31.12.2021**

Name of Regional Office:	
Number of Centers including Regional Office:	
Number of Centers PV completed;	
Physical Verification as on:	31.12.2021
Physical Verification completed as on	

Sr. No.	Asset Group	Asset Category	Quantity as per Record	Quantity as per Physical Verification	Difference	Action Taken (also mention JV No. & Date for passing correction entry)
A	B	C	D	E	F=D-E	G
1	Furniture & Fixtures	Almirah				
		Chair				
		Furniture Racks				
		Table				
		Other Furniture Items				
2	Office Equipments	Printers & Scanners				
		UPS / Stabilizers				
		Telecome/ Intercome				
		Photostat machine				
		Paper Sherder				

		Finger Print / Bio-Matric Device				
		EPABX				
		Franking Machine				
		Other Office Equipments				
3	Computers	Computers				
4	Laptops	Laptops				
5	Mobile Phones	Mobile Phones				
6	Vehicles	Vehicles				
7	Other Equipments	CCTV Cameras				
		Electrical Equipments				
		Air Coolers				
		Air Conditioners				
		Other Equipments				
8	Wooden Crates	Wooden Crates				
9	Poly Pallets	Poly Pallets				
10	HBL Sheet	HBL Sheet				
11	Disinfestation Equipments	Disinfestation Equipments				
12	Construction Equipments	Construction Equipments				
13	Laboratory Equipments	Laboratory Equipments				
14	Racks	Racks				
15	Tin Trays	Tin Trays				

Date:

Place:

Signature of Accounts Head

Signature of Regional Manager