

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

Dated: 22-11-2022

**ACCOUNTING CIRCULAR # 67**

**Subject: Review and modification in Expenses Heads...reg**

The Account heads of Expenses have been reviewed for proper classification and better presentation of Expenses and the chart of account is modified as per details at Annexure – I.

2. The balances lying in the existing ledgers be transferred to appropriate new ledger heads and compliance of the above instructions should be submitted by 02.12.2022.

**(RR Aggarwal)**  
**GGM(Fin.)**

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

## ANNEXURE-I

EXPENSES									
SL. NO.	ACCOUNT CODE	NAME OF GROUP/LEDGER		GROUP /LEDGER	LEDGER APPLICABILITY TO RO/CC	COST CENTRE APPLICABILITY	REASON FOR CHANGE	ACTION BY TALLY VENDOR	ACTION BY ACCOUNTS OFFICIALS
1	40200	CONSUMPTION OF CHEMICALS,COVERS & HAULAGE CHARGES (CRT)		GROUP	RO + CO	YES		Existing Group, No change	NO CHANGE
	40202	CHEMICAL CONSUMED FOR DESS WORK		LEDGER	RO + CO	YES	Separate Group for PCS expenses 41350 has been created to accounts for all the expenses including chemicals, wages and other expenses incurred on PCS Services. Chemicals for PCS shall be booked in that group only.	BLOCK THE LEDGER	Shift the balance of this ledger in new ledger code 41351 After shifting of the balance , this ledger shall be blocked
2	40400	TRAVELLING ALLOWANCES ETC.,		GROUP	RO + CO	YES		Existing Group, No change	NO CHANGE
	40404	TRAVELLING ALLOWANCE -OTHERS STAFF/OFFICERS		LEDGER	RO + CO	YES	This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Travelling Allowances	Rename the existing ledgers	Only name change. Travelling expenses of regular officials other than MD & FD shall be debited in this ledger
	40406	TRAVELLING ALLOWANCE - CONSULTANTS/OTHER SOUTSOURCE STAFF		LEDGER	RO + CO	YES	This new head is created to account for travelling expenses incurred on outsourced staff.	New Ledgers to be created	Travelling expenses of outsourced staff shall be debited in this ledger
	40407	OFFICE CAR EXP.- PETROL		LEDGER	RO + CO	YES	This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Travelling Allowances	New Ledgers to be created	Balance under Ledger 49126 be shifted in this new ledger.
	40408	OFFICE CAR EXP.- MAINTENANCE		LEDGER	RO + CO	YES	This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Travelling Allowances	New Ledgers to be created	Balance under Ledger 49127 be shifted in this new ledger.
	40409	OFFICE CAR/TAXI - HIRED		LEDGER	RO + CO	YES	This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Travelling Allowances	New Ledgers to be created	New Ledger. Expenditure incurred on hired office car/taxi shall be booked under this ledger. Expenditure already booked under other head be shifted to this head
	41410	CONVEYANCE		LEDGER	RO + CO	YES	This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Travelling Allowances	New Ledgers to be created	Balance under Ledger 49112 be shifted in this new ledger.
3	40500	ESTABLISHMENT (OTHERS)		GROUP	RO + CO	YES		Existing Group, No change	NO CHANGE
	40506	ESTT. CUSTOM STAFF		LEDGER	RO + CO	YES	This Expense is related to custom cost recovery for custom staff posted at CWC's CFS/ICDs. This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Est. Expenses.	New Ledgers	Balance under Ledger 49101 be shifted in this new ledger.
4	40800	RENT, RATES & TAXES		GROUP	RO + CO	YES		Existing Group, No change	NO CHANGE
	40807	UN-UTILISED GST INPUT CREDIT		LEDGER	RO + CO	YES	This Expense is related to GST Credit which is reversed as per GST reversal ratio. This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Rates and taxes.	New Ledgers	Balance under Ledger 49137 be shifted in this new ledger.
	40808	ELECTRICITY CHARGES		LEDGER	RO + CO	YES	Electricity expenses are related to particulars property just like rates & taxes. This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Rates and taxes.	New Ledgers	Balance under Ledger 49129 be shifted in this new ledger.
5	40900	INSURANCE OTHERS/STOCKS- DIRECT CHARGE/REGISTERED		GROUP	RO + CO	YES		New Group to be created	New Group for Insurance expenses is created against the single ledger
	40901	INSURANCE - STOCKS		LEDGER	RO + CO	YES	Single Insurance ledger is divided in three parts to account for the insurance expenses on stocks, property and other insurances separately.	Existing ledger 40900 be renamed and park in Group code 40900.	This ledger shall be used for only insurance of stock
	40902	INSURANCE-PROPERTY		LEDGER	RO + CO	YES		New Ledgers	This ledgers shall be used to debit the insurance expenses on property of the corporation . Expenses on property insurance already booked under existing ledger 40900 shall be shifted to this ledger
	40903	INSURANCE - others		LEDGER	RO + CO	YES		New Ledgers	This ledgers shall be used to debit the insurance expenses on property on other items such as cash in chest, Fidelity insurance etc . Insurance expenses other than property & stock already booked in ledger 40900 shall be shifted to this ledger
6	41200	MARKETING FACILITATION EXPENSES		GROUP	RO + CO	YES		Existing Group, No change	
	41205	INCENTIVE TO SHIPPING LINE/CHA		LEDGER	RO + CO	YES	Incentive to shipping lines are given against the MF Income received through such shipping line.This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Marketing facilitationa expenses.	New Ledgers	Balance under Ledger 49147 be shifted in this new ledger.
	41206	ROYALTY		LEDGER	RO + CO	YES	This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Marketing facilitationa expenses.	New Ledgers	Balance under Ledger 49104 be shifted in this new ledger.
	41207	WEIGHMENT CHARGES PAID		LEDGER	RO + CO	YES	Weighment charges are basically.This head was earlier grouped in Misc. Expenses. Most suitable Group for this expenses is Marketing facilitationa expenses.	New Ledgers	Balance under Ledger 49107 be shifted in this new ledger.
7	41350	PEST CONTROL SERVICE EXPENSES		GROUP	RO + CO	YES		New Group to be created	All Expenses to earn PCS Income be booked under this group only.
	41351	CHEMICAL CONSUMED FOR DESS WORK		LEDGER	RO + CO	YES	Separate Group for PCS expenses has been created to accounts for all the expenses including chemicals, wages and other expenses incurred on PCS Services. Chemicals for PCS work shall be booked in this group only.	New Ledgers	Balance under Ledger 40202 be shifted in this new ledger. Now onwards vchemical expenses on PCS Wprks shall be debited to this ledger only
	41352	WAGES FOR PCS WORK		LEDGER	RO + CO	YES	Wages for PCS works shall be booked seperately in this group for matching with the PCS Income	New Ledgers	Wages for PCS wprks shall be booked in this ledger
	41353	OTHER EXPENSES -PCS		LEDGER	RO + CO	YES	Separate Group for PCS expenses has been created to accounts for all the expenses including chemicals, wages and other expenses incurred on PCS Services. Any other expenses for PCS work shall be booked in this group only.	New Ledgers	Balance under Ledger 49133 be shifted in this new ledger. Now onwards , all PCS related expenses other than chemicals and wages shall be debited in this ledger

8	49000	MISCELLANEOUS EXPENSES	GROUP	RO + CO	YES		Existing Group, No change	NO CHANGE
		49129 WATER	LEDGER	RO + CO	YES	Water charges shall continue to be in this head. However electricity expenses shall be shifted to ledger code 40808 under rent, rates and taxes.	Rename the ledger	Shift the balance of electricity expenses to new ledger code 40808. this ledgers hall be used for only water expenses.
		49101 ESTT. CUSTOM STAFF	LEDGER	RO + CO	YES		Balances of these ledgers are shifted in above groups as per reasons mentioned above.	BLOCK THE LEDGER
		49104 ROYALTY	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 41206. After shifting of the balance , this ledger shall be blocked
		49107 WEIGHMENT CHARGES	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 41207. After shifting of the balance , this ledger shall be blocked
		49112 CONVEYANCE CHARGES	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 41410. After shifting of the balance , this ledger shall be blocked
		49126 STAFF CAR EXP.- PETROL	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 40407. After shifting of the balance , this ledger shall be blocked
		49127 STAFF CAR EXP.- MAINTENANCE	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 40408. After shifting of the balance , this ledger shall be blocked
		49133 OTHER EXPENSES -PCS	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 41353. After shifting of the balance , this ledger shall be blocked
		49137 UN-UTILISED GST INPUT CREDIT	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 40807. After shifting of the balance , this ledger shall be blocked
		49147 INCENTIVE TO SHIPPING LINE/CHA	LEDGER	RO + CO	YES	BLOCK THE LEDGER		Shift the balance of this ledger in new ledger code 41205. After shifting of the balance , this ledger shall be blocked