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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-FD/CA-Accounts Circular/21-22

3rd February, 2022.

ACCOUNTING CIRCULAR NO. # 55

Sub: Schedule of activities along with timelines to be followed for achieving the target date of 16th April, 2022 for finalization of Accounts for FY. 2021-22 at RO level.

1. Respected Managing Director and Dir.(Fin.) have given a commitment to the Audit Committee and Board that the Accounts of the Corporation for F.Y. 2021-22 shall be finalized from CWC side by 15/04/2022 and thereafter the same shall be handed over to the Statutory Auditors/Branch Auditors for conducting statutory audit.
2. In order to meet the commitment given and to achieve time line of 16th April, 2022 of handing over the Annual Accounts (completed in all respects) to Central Statutory Auditors/Branch Auditors, related tasks/works have to be started from 10th February, 2022 itself.
3. **Annexure 'I'** has been enclosed which defines schedule of activities along with time line. All the Regions/A/c Incharges are instructed to issue further internal circulars to their Regional Accounts Team along with this schedule (after filling the name of the person of Finance Division/any other Division responsible for the completion of any particular activity). In case of any issue, the C.O. counter-part/dealing official be contacted particularly in case of any slippage in the time line.
4. **Annex- I is not required to be sent back to CO.** Instead, the Annual Accounts of F.Y. 2021-22 are required by 15/04/2022. **This must be followed strictly.**
5. It is again indicated that no slippage in the above time line shall be accepted by the C.O. and responsibility shall be fixed in case of slippage in any of the timeline by any of the individual.

Amit Puri
General Manager (Tax & A/cs)

Enc: As above.

Distribution to:

1. All Regional Managers of CWC, for information and ensuring for necessary help imparted to the A/c officials.

निगमितकार्यालय :4/1, सीरीइंस्टीट्यूशनलएरिया,अगस्तक्रांतिमार्ग, हौज़खास,नईदिल्ली-110016. CO:
4/1, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.
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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

ANNEX- 1**Schedule of Activities for achieving the Target Date of Finalization of Accounts FY 2021-22 at Regional Level and Handing over to Auditors before 16/04/2022**

S.No.	Activity	Timeline	Responsibility (to be assigned by Regional Accounts Incharge)	CO Counter part
1	Issuing a note to all the Divisions of RO informing them to submit the details of expenditure revenue/capital for which provision is required to be done as on 31/03/2021	12/02/2022 for issue of note		Md. Rizwanullah, Manager(A/cs)
2	Review of Internal Audit observations of current financial year and ensuring compliances	15/02/2022		Ms. Sana Abedi, SAM(A/cs)
3	Review of last year statutory audit report observations and ensure that not a single compliance is pending	17/02/2022		Md. Rizwanullah, Manager(A/cs)
4	Assurances made to C&AG during the last year have been complied with (either on provisional comments or on Management Letter issued by C&AG)	20/02/2022		Md. Rizwanullah, Manager(A/cs)
5	Ensuring that proper record is maintained for the balance confirmation exercise undertaken on half yearly basis and details of letters of confirmation of balances sent and confirmation received is maintained as per advised by CO (vide letter no. CWC/FD/CA-Conf. of balances/2017-18 dt 3/11/21)	20/02/2022		Ms. Sana Abedi, SAM(a/cs)
6	Ensuring that all the instructions/circulars/guidelines issued by CWC, CO are read/complied with	25/02/2022		Ms. Jessy Jacob, DGM(Fin.)

7	Ensuring that Fixed Asset verification Report as on 31.12.2021 is in place for the review of statutory auditors with rectification entries duly passed	25/02/2022		Ms. Sana Abedi, SAM(a/cs)
8	Giving a note to all the divisions for informing the claims against the Corporation not acknowledged as debts with instructions to submit by 25/03/2022	28/02/2022 For issue of note		Ms. Jessy Jacob, DGM(Fin.)
9	Calculation of FCI Rate Revision Impact for disclosure in notes (FY 2019-20). Rate of FY 2020-21 is awaited	28/02/2022		Mr. Pradeep Kumar SAM (Receivable Management)
10	Issuing instructions to the Warehouses for timely informing the value of stock as on 31.03.2022 for calculation of Insurance Expense	01/03/2022 For issue of note		Mr. Jitender Saini, AM(Ins.)
11	Issuing instructions to the Warehouse Manager to give details of stock lying in warehouses for the purpose of calculating accrued income (by 31.03.2022)	01/03/2022 For issue of note		Mr. Sachin Gupta, Manager(A/cs)
12	A note to Division concerned for submitting the status of land in possession of the Corporation leasehold/freehold, executed/un-executed by 25/03/2022	10/03/2022 For issue of note		Ms. Sana Abedi, SAM(A/cs)
13	Issuing a note to HoE for providing the status of completed works with completed handover/takeover by 31.03.2022	12/03/2022 For issue of note		Mr. Parminder Singh Chauhan, SAM(A/cs)
14	Note to be given to the Technical Division for informing the consumption quantity of Chemicals, polythene covers and dunnage by 31.03.2022	12/03/2022 For issue of note		Md. Rizwanullah, Manager(A/cs)
15	Ledger scrutiny of Trial Balance (GSTN wise) to ensure that there is no adverse balances	15/03/2022 to 31/03/2022		Md. Rizwanullah, Manager(A/cs)

16	Issuing instructions to all the Warehouse Managers wherever SAMO operator is there to submit the details of transactions with SAMO for last week of March, 2022 by 31.03.22	15/03/2022 For issue of note		Md. Rizwanullah, Manager(A/cs)
17	Ensuring that the accounting is made of the Input Tax Credit distributed by CO, GST number up to the month of February, 2022 Note: for the month of March, 2022 separate instructions shall be issued by GST Cell for ITC of March, 2022	15/03/2022		Ms. Neha Sharma, Manager(GST & WA)
18	Reconciliation of GST ITC control account and GST ITC availment account for Input Tax Credit up to February, 2022	15/03/2022		Ms. Neha Sharma, Manager(GST & WA)
19	EMD/SD made by CWC be reviewed and for completed projects, recovery be made	15/03/2022		Ms. Sana Abedi, SAM(A/cs)
20	More than 3 years liabilities (such as EMD/SD received, payable to employees, payable to parties & creditors etc.) having no demands are written back	15/03/2022		Ms. Sana Abedi, SAM(A/cs)
21	Ensure that no bill is pending in BTS to be paid to any vendor (including MSME) as on 15.03.2022	16/03/2022		Ms. Yasmeen Sayed, Manager(Payment)
22	Updating the Fixed Asset Register for calculation of depreciation For purchases made till 15.03.2022 For purchases made between 16.03.2022 to 31.03.2022	17/03/2022 01/04/2022		Ms. Sana Abedi, SAM(A/cs)
23	Inter-unit reconciliation (salary, WMS pool account, Engineering, others) is completed in all respects till transactions of 15.03.2022	20/03/2022		Mr. Sachin Gupta, Manager(A/cs)/WMS Pool A/cs/Mr. Amit Sharma, AM(Salary)/Mr. Parminder Singh Chauhan, SAM(Engg.)/Ms. Sana Abedi, SAM(A/cs)-others

24	Bank reconciliation to be completed up to 15.03.2022 ensuring that there are no unlinked debit/credit	20/03/2022		Mr. Neeraj Garg, Manager(A/cs)
25	Details of Bank Guarantee issued by CWC- Duly compiled	20/03/2022		Mr. Neeraj Garg, Manager(A/cs)
26	Bad Debt write off - ensure that all the bad debts write off proposals are submitted for approval and accounting of same is done as per circular no. 45 dated 01/06/2021	21/03/2022		Ms. Deepti Shukla, AGM (Debtor Management)
27	Details / List of Bad Debts written off(with Name, PAN, Address, Approval, Amt)	25/03/2022		Ms. Deepti Shukla, AGM (Debtor Management)
28	Self- review and audit	25/03/2022 to 10/04/2022		Respective assigned BAT Team , CO/ DGM(CA)
29	MSME Disclosure	25/03/2022		Ms. Yasmeen Sayed, Manager(Payment)
30	Related Party Disclosure	25/03/2022		Mrs. Jessy Jacob, DGM(Fin.)
31	Ensuring that all the income bills raised through WMS and CWC owned CFS/ICD/ICP softwares have flown to Tally ERP correctly	01/04/2022		Md. Rizwanullah, Manager(A/cs)/ Mr. Sachin Gupta, Manager(A/cs)
32	Calculation of accrued income and passing of accounting entry in books of accounts (either through WMS or manually) Including Accrued income on any advances	01/04/2022		Mr. Sachin Gupta, Manager(A/cs)
33	Any other income other than warehouse, MF is accounted for	02/04/2022		Mr. Sachin Gupta, Manager(A/cs)

34	Obtaining a certificate from the Warehouse Manager wherever pre-deposit account is there on the balances lying in pre-deposit account	02/04/2022		Mr. Sachin Gupta, Manager(A/cs)
35	Inter-unit reconciliation (salary, WMS pool account, Engineering others) is completed in all respects for transactions between 16.03.2022 to 31.03.2022	02/04/2022		Mr. Sachin Gupta, Manager(A/cs)/WMS Pool A/cs/Mr. Amit Sharma, AM(Salary)/Mr. Parminder Singh Chauhan, SAM(Engg.)/Ms. Sana Abedi, SAM(A/cs)-others
36	Ensuring that no balances is lying in any superannuation benefit funds after the posting of Payroll entries in RO books	03/04/2022		Mr Amit Sharma , AM Salary ,Mr. Sanjeev Kumar Sahu, SAM(A/cs)
37	Calculation of depreciation and posting of accounting entry	03/04/2022		Ms. Sana Abedi, SAM(A/cs)
38	Debtors to be reviewed and reconciled	03/04/2022		Ms. Deepti Shukla, AGM (Receivable Management)/Mr. Pradeep Kumar SAM (Receivable Management)
39	Insurance claim recoverable to be reconciled and reviewed	03/04/2022		Mr. Jitender Saini, AM(Ins.)
40	Liability/provision for expenses for the year is provided in books	04/04/2022		Md. Rizwanullah, Manager(A/cs)
41	Booking of Insurance expenses and sending the advice to CO for adjustment of advances	04/04/2022		Mr. Jitender Saini, AM(Ins.)
42	Ensuring with market facilitation expenditure is booked as per the work slips issued till 31.03.2022	04/04/2022		Md. Rizwanullah, Manager(A/cs)
43	Provision for superannuation benefits - PLI to be provided in books as per the rates informed by CO;	04/04/2022		Mr. Amit Sharma, SAM(Salary)

44	Administrative overheads to be charged on all construction works @7% as per policy no. 14	04/04/2022		Ms. Namita Sharma, SAM(A/cs)
45	Liability for lease rent, property tax and other rates and taxes to be provided till 31.03.2022	04/04/2022		Ms. Sana Abedi, SAM(A/cs)
46	Consumption of chemicals, Polythene covers and dunnage to be accounted(incl CI stock of stores items)	04/04/2022		Md. Rizwanullah, Manager(A/cs)
47	Status of Custodian Bonds to be updated	04/04/2022		Ms. Jessy Jacob, DGM(Fin.)
48	Details of Long standing cargo/ time barred bonds for verification of auditors	04/04/2022		Mr. Sachin Gupta, Manager(A/cs)
49	Ensuring capitalization is done based on the handover/takeover certificate by the Engineering Division at RO and Engineering Division at CO and depreciation is also charged	05/04/2022		Mr. Parminder Singh Chauhan, SAM(A/cs)
50	Fixed Assets Register to be reconciled with Tally	05/04/2022		Ms. Sana Abedi, SAM(A/cs)
51	Bank Reconciliation to be completed upto 31.03.2022 ensuring that there are no unlinked debit/credits in BRS (Balance Confirmation certificate is obtained from Bank)	05/04/2022		Mr. Neeraj Garg, Manager(A/cs)
52	Compiling the information of land in possession of the Corporation based on data submitted by concerned Divisions	05/04/2022		Ms. Sana Abedi, SAM(A/cs)
53	TDS control outstanding for previous years to be reconciled upto 3rd quarter of 2021-22	06/04/2022		Ms. Ritu Lasod, (Tax & Salary)
54	Updating the Contingent Liability register based on inputs received from Divisions	06/04/2022		Ms. Sana Abedi, SAM(A/cs)

55	Filing of GSTR-1A based on income in Mar,22	08/04/2022		Ms. Neha Sharma, Manager(GST & WA)
56	GST payable ledgers to be reconciled (for Mar,22 liability)	08/04/2022		Ms. Neha Sharma, Manager(GST & WA)
57	Finalization of notes forming part of accounts with supporting in all respect.	10/04/2022		Md. Rizwanullah, Manager(A/cs)
58	Reconciliation of ITC Control/Availment ,unavailed ITC after due calculation for the month for March, 2022	11/042022		Ms. Neha Sharma, Manager(GST & WA)
59	Sending letters for confirmation of balances to Debtors/Creditors (as on 31.03.2021)	12/04/2022		Ms. Sana Abedi, SAM(A/cs)
60	Generation of Draft Profit & Loss A/c. Balance sheet, sub schedules and notes forming part of A/cs duly signed by A/c, Incharge and RM	14/04/2022 to 15/04/2022		Md. Rizwanullah, Manager (A/cs)
61	Inviting the Statutory Auditors for starting the audit of accounts of Region.	16/04/2022		Ms. Jessy Jacob, DGM(Fin.)

Note 1 : Information for consolidation of accounts at CO Level is required to be sent by the regions on regular basis to CA Section by Mail / E Office .

Note 2 : Following BAT Team Members of CO are to be contacted by respective Regions for resolving any issue related to timely closing of Accounts & the BAT Team members shall monitor and ensure the timely closure and audit of the region assigned to them as per above timelines

- a. Ms. Jessy Jacob, DGM(Fin.) - Chandigarh, Kochi
- b. Ms. Deepti Shukla, AGM(Receivable Management) - Bangalore, Bhopal
- c. Ms. Ritu Lasod, Manager(Taxation & Salary) - Jaipur, Ahmedabad
- d. Ms. Neha Sharma, Manager(GST & WA) - Guwahati, Lucknow
- e. Mr. Pradeep Kumar, SAM(Receivable Management) – Hyderabad & Chennai
- f. Mr. B.K. Mishra, AM(A/cs)- Delhi & Patna
- g. Md. Rizwanullah, Manager(A/cs) and Mr. Sachin Gupta, Manager (A/cs) - Kolkata & Mumbai