



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/Annual Closing/21-22

Dated:-07.01.2022

**ACCOUNTS CIRCULAR NO# 53**

**Subject: Accounting of Income, Expenditure, Payable and Recoverable at CFS/ICDs under Strategic Alliance Management Operator (SAMO) on weekly basis in cases where the Billing is in name and GSTN of CWC**

**Ref: (i)** Accounting Circular # 51 dated 26.12.2021

(ii) Accounts Circular #28 dated 15.04.2020 and Corrigendum to Accounts Circular # 28 dated 30.04.2020

1. This is with reference to Accounting Circular # 51 dated 26.12.2021 regarding Preparation & submission of Monthly Financial Results after considering all provisions (Income /Expense) by 11th of following month to the CWC Management. It was mentioned in circular that *Separate instructions shall be issued for SOP to be followed for accounting of transactions at SAMO locations on real time basis( Presently at CFS D Node, CFS Impex Park,CFS Distripark, CFS Mundra,ICD Valvada, ICD Kanpur , Tuticorin & CFS Kolkata )*.
2. It is noticed that currently regional offices are obtaining the details of Transactions at SAMO locations on monthly basis and doing the accounting on monthly basis. Due to this, CA section is not able to prepare financial results by 10<sup>th</sup> of the following month. It has now been decided that the accounting of Income, Expenditure, Payable and Recoverable at CFS/ICDs under Strategic Alliance Management Operator (SAMO) at CFS/ICDs (where billing is name & GSTN of CWC) on weekly basis without fail.
3. Accounting entries of income, expenditure, payable and recoverable at CFS/ICDs under Strategic Alliance Management Operator (SAMO) is to be done as advised in Accounts Circular #28 dated 15.04.2020 and Corrigendum to Accounts Circular # 28 dated 30.04.2020
4. Following SoP/ Responsibility matrix is to be followed to ensure weekly accounting of transactions at SAMO Locations:

S.No	Activities	Cut-off date	Responsibility
a.	Obtaining details of transactions from the SAMO operators	Weekly basis	Concerned CFS/ICD – Manager/ Regional Manger in case not sent in time
b.	Sending the cash book report (consisting of sale, receipts, PD adjustment, TDS etc) to the Regional Office, Accounts Division.	Weekly basis	Concerned CFS/ICD – Manager
c.	Checking and verifying the transaction details submitted by the	Weekly basis	Accounts Division, Regional Office

निगमितकार्यालय :4/1, सीरी इंस्टीट्यूशनल एरिया,अगस्त क्रांति मार्ग, हौज़खास,नईदिल्ली-110016.

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	Warehouse Manager (incl bank reconciliation).		
d.	Accounting entry in Tally ERP	Weekly basis	Accounts Division, Regional Office
e.	Certificate of complete posting of vouchers in Tally ERP to CO	Monthly basis	Accounts Division, Regional Office

*The above SOP is to be followed wherever, the earnings from SAMO is more than the fixed and variable fees. In cases, wherever the collection fall short of the fixed and variable fees and bill is to be raised by CWC on the SAMO operators, the accounting of same be ensured as per the contract timelines( Fortnightly/ monthly).*

5. Process for integration of income, expenditure, Payable and Recoverable at CFS/ICDs under Strategic Alliance Management Operator (SAMO) with Tally ERP has been initiated and necessary instructions regarding the same will be intimated in due course.

**(Amit Puri)**  
**General Manager (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.
3. Manager, CFS D Node/CFS Impex Park/CFS Distripark/CFS Mundra/ICD Valvada/ICD Kanpur, Tuticorin/CFS Kolkata for necessary action

**Copies for information to:**

1. All DGMs/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. Director (Fin), Director( MCP), MD, CWC, CO, New Delhi.
4. PPS to GGM (Systems), CWC, CO, New Delhi with a request to place this Circular on CWC's Website.
5. Manager (Rajbhasha), CWC, CO, New Delhi with a request to arrange Hindi Version of this Circular.