

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं.: एचएफसीआई एन डी

Fax No.: HFCl ND

भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

मुख्यालय
नई दिल्ली
Head Quarters
New Delhi

00911123413241

00911143527433

16-20, बाराकम्बा लेन, नई दिल्ली-110001, दूरभाष: 011-43527697, 43527698
16-20, BARAKHAMBHA LANE, NEW DELHI - 110001, PHONE: 011-43527697, 43527698

दिनांक: 05.02.2021

सं.: ई.3(7)/UP/2016/Stg.VI(259)

कार्यकारी निदेशक (अंचल)

भारतीय खाद्य निगम,

आंचलिक कार्यालय(उत्तर/पूर्व/दक्षिण/पश्चिम/पूर्वोत्तर)

नोएडा (उत्तर प्रदेश)/ कलकत्ता (पश्चिम बंगाल)/

तमिलनाडु(चैन्नई)/ मुम्बई(महाराष्ट्र)/गुवाहाटी(असम)।

महाप्रबन्धक (क्षेत्र)

भारतीय खाद्य निगम,

क्षेत्रीय कार्यालय (पंजाब/हरियाणा/दिल्ली/उत्तराखण्ड/जम्मू/ उ.प्र./

राजस्थान/ हि.प्र./कर्नाटक/तमिलनाडु/ केरल/ आंध्र प्रदेश/तेलंगाना/

म.प्र./महाराष्ट्र/गुजरात/उड़ीसा/ पश्चिम बंगाल/ छत्तीसगढ़/ बिहार/

झारखण्ड/दिमापुर/ असम/इम्फाल/शिलांग/ अरुणाचल प्रदेश।

विषय: Standard Operating Procedure (SOP) for timely payments of outstanding dues of CWC.....reg.

संदर्भ : (1) FCI HQrs Circular no1/2020 issued from file no.S&C/QP/06/2019(3)/ Stg.VII (257) Dated 14.10.2019 and subsequent circular of even dated 17.03.2020.
(2) Hqrs letter no. S&C/QP/06/2019(3)/Stg.VII(257) Dated 19.08.2020.
(3) HQrs letter No. E.3(1)/Guwahati/2015/Stg.VI(244) Dated 07.01.2020.
(4) HQrs letter no. S&C/QP/06/3/2013/Stg. VII Dated 20.03.2018.
(5) HQrs stock division letter no. STK/28(1)/control of SL-TL/2016/113 Dated 25.09.2017.

महोदय/महोदया,

Please refer to the communications cited above.

CWC has time and again raised the issue of outstanding dues. An amount of Rs 329.86 Crore shown as outstanding against FCI as on 31.12.2020.

Secretary (Food), Govt. of India has viewed the outstanding amount seriously in a review meeting held on 12.01.2021. It has been directed to prepare a 'Standard Operating Procedure' (SoP) to address the issue.

In this regard, it is stated that FCI Headquarters had issued instructions/ guidelines from time to time as stated above for timely release of the legitimate claims of the CWC and against affecting any undue recoveries. However, the same are being reiterated as 'Standard Operating Procedure' (SoP) for settlement of CWC claims:

1. Where FCI has hired CWC godowns on guarantee basis, CWC shall submit advance invoice for a calendar month between 1- to 5- of the same month to FCI Divisional Offices.
2. FCI Divisional Office shall make payment of that calendar month on the last date of the month i.e. 30- or 31-, without waiting for any other document from the CWC. In case of any deduction, referred by the Godown In-charge may be considered by the Divisional Office from the bills of the subsequent month.

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3. Any losses/claims beyond the norms fixed by the Government shall be recovered at average acquisition cost. Authority making recovery shall satisfy about genuineness of the recovery with the extant guidelines/policy of FCI/ Govt. of India.
4. Before affecting any recovery, a notice shall be issued to CWC conveying reasons for deductions and the corresponding amount and seek response within seven working days.
5. If reply received is found to be satisfactory then no further action to be taken. In case no response is received within seven working days then recovery may be affected.
6. Dispute regarding deduction of warehousing charges of CWC to be discussed in the Monthly Divisional Managers meeting at Regional level where CWC local representative can participate and present the views of CWC regarding the deduction.
7. No arbitrary recoveries may be done which are not as per instructions issued by FCI/ Government. In case any other recoveries are to be effected for which no instructions are available, then, in such cases, the authority making such a decision must take approval from his reporting authority.
8. Losses on account of storage loss/less gain and Transit Loss in the foodgrains stocks has to be settled as per the guidelines issued from Stock Division, FCI, Hqrs. vide letter dated 25.09.2017 and as amended from time to time.
9. However, recovery on account of unjustified losses/less gain shall be done within a period of three months from the date of submission of complete documents as required by FCI.

"Standard Operating Procedure" (SOP) for settlement of H&T Bills:

1. CWC shall submit duly verified H&T bill along with supporting documents to FCI Depot Manager.
2. FCI depot manager shall submit the H&T bill after due verification to FCI Divisional office within 3 working days.
3. FCI Divisional office shall release the payment to CWC after following due procedure within 7 working days from date of receipt of the bills in Divisional office.
4. In case of recovery in the H&T bill not pointed out by CWC, Divisional Manager FCI shall convey the reasons to CWC in writing and seek response within seven working days.
5. If reply received is found to be satisfactory then no further action be taken. In case no response is received within seven working days then recovery shall be affected otherwise a joint meeting may be held at Regional office level to sort out the issue.
6. It is emphasized that no arbitrary recoveries may be done which are not as per instructions issued by FCI/ Government. In case any other recoveries are to be effected for which no instructions are available, then, in such cases, the authority making such a decision must take approval from his reporting authority.



Any recovery on account of monthly rental bills and H&T bills shall be made from the respective current / subsequent bills only. No vice-versa recovery shall be made.

Further, violation of above instructions may invite action against the erring officers/ officials.

Action to be taken for settlement of past dues:

The statement of amount shown as outstanding by CWC as on 31.12.2020 is enclosed. It is advised that the amount shown as outstanding by CWC has to be cleared properly and promptly as per the following prescribed timeline:

- i. Current liabilities and past undisputed dues have to be settled positively by 31-March, 2021.
- ii. Settle the remaining dues into 'agreed' and 'rejected' categories within six months i.e. by 30-June 2021.

The details of past dues shown as outstanding by CWC as on 31.12.2020 may be furnished in the following proforma:

Name of Region:

Settled Claims				Non-settled Claims	
Current Year liability	Past liabilities			Agreed	Rejected
	Upto 5 years	More than 5 years to 10 years	More than 10 years		

It may be noted that mechanism of AMRCD as provided by DPE vide OM No.4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 may have to be resorted to in case of disputed /rejected claims(Copy enclosed). Therefore, it may be ensured that 'Rejection' of claims should be duly supported with the necessary documents/instructions.

As such, it is advised to sensitize the field officers for timely release of CWC legitimate claims and ensure that no undue recovery/ withholding of amount takes place.

Attention is also drawn towards the minutes of the meeting held under chairmanship of CMD on 24.09.2019. Accordingly, a circular was issued seeking the information to be furnished to ZO/Hqrs. by 20- of subsequent month in the following Performa.

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Name of Region:

Sl. No.	Name of the godowns	Capacity	Hired under	Bills submitted by CWC		Payment released		Diff. in bill claimed and payment released	Period for which recovery for made	Reasons for Diff.
				Date	Amount	Date	Amount			

It may be ensured that the above information is furnished to Hqrs regularly as per the prescribed timeline.

यह पत्र अध्यक्ष एवं प्रबंध निदेशक महोदय के अनुमोदन से जारी किया जा रहा है।

Encls:- As above

भवदीय

(आर सी नवल)

उप महाप्रबन्धक (भण्डा. एवं अनु.)

प्रतिलिपि:

1. The Joint Secretary (Stg), Govt. of India, Ministry of CA,F&PD for information, please.
2. Managing Director, CWC, Head Office, New Delhi for information please.
3. All Executive Directors, FCI, Hqrs., New Delhi.
4. CGM (A/Cs & Finance), FCI, Hqrs., New Delhi.
5. The Director (IFS), FCI, Plot No. 87, Sector-18, Gurgaon - 122015, Haryana.
6. Ps to CMD, FCI, Hqrs., New Delhi.

उप महाप्रबन्धक (भण्डा. एवं अनु.)

सत्यदेव कश्यप
3/2/21