

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं: एचएफसीआई एन डी

Fax No.: HFCl ND

00911123413241

00911123413103

भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

मुख्यालय
नई दिल्ली
Head Quarters
New Delhi

आइ०एस०ओ० 9001:2000 प्रमाणित

16-20, बाराखम्बा लेन, नई दिल्ली - 110001, दूरभाष: 011-23413871, 23414872, 23414880
16-20, BARAKHAMBA LANE, NEW DELHI - 110001, PHONE: 011-23413871, 23414872 - 4880

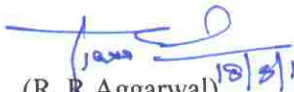
No.I.12/Accounts (Computer)/2011/

Dated: 18th March 2013

Circular No. FAP/5/2013

Sub: Discontinuance of manual book-keeping w.e.f. 1st Apr 2013 by unit offices.

1. Reference is made to the minutes of Accounts officers meeting held at FCI Headquarters on 18.2.2013 wherein it was decided that the manual accounts shall be discontinued and switch over completely to FAP w.e.f. 1st April 2013.
2. In view of the above decision, all unit offices are advised to discontinue the manual accounts w.e.f. 1st Apr 2013 and prepare their accounts through FAP, as per procedure mentioned in FAP circular No. 2 dated 28.1.2013. The unit offices shall ensure the entry of all transactions in FAP, print the daily reports as enumerated in circular no 2 of FAP and verify the same on daily basis before same is filed for reference.
3. It is also requested to ensure that the checklists as enumerated in above circular is drawn, monthly reports are printed and needful is done for monthly period closure. The regional offices shall be responsible for the monthly period closure for all the unit offices under their control.


(R. R. Aggarwal) 18/3/13
General Manager (FAP)

Distribution:

1. All Area Managers
2. General Manager (Region) – All Regions
3. Director, Institute of Food Security, Gurgaon.
4. General Manager (Fin)/ Funds/Cost/CPF, FCI Headquarters.
5. Executive Director (Zone) FCI Zonal Office North/South/East/West/NE