

तार : 'फूडकोर्प'  
Gram : 'FOODCORP'  
फैक्स नं: एचएफसीआई एन डी  
Fax No.: HFCI ND

भारतीय  
खाद्य  
निगम



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CORPORATION  
OF INDIA

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No.I.12/ FAP/implementation/2013

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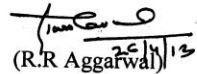
**Circular No. FAP/07/2013**

**Sub: Entries of purchases made at the mandis in FAP**

It has been reported by many filed offices that they are facing difficulties in making entries for purchases made at pay offices on day to day basis as generally there is no infrastructure and very limited manpower at pay offices for making the entries of purchases and payment during procurement season..

2. The issue has been examined and it has been decided to follow the below mentioned procedure for entries in FAP in respect of purchases made at mandis directly from farmers and payment made through designated pay offices:
  - a) The officials posted at pay office should be provided with the two sets of the Cash Books and Purchases Day books to be maintained at the pay office. The officials posted at pay offices should enter the transactions in cash book and purchase day book on daily basis product wise, variety wise and mandi wise and ensure the reconciliation of the cash book and purchase day book.
  - b) The cash book and purchase day book shall be totaled at the end of the fortnight and the balances shall be brought forward in the next set of Cash Book and Purchase Day book.
  - c) The official of pay office on completion of the fortnight should start the entries in the new set of cash book and purchase day book.
  - d) The officials of pay office on completion of the fortnight submit the cash book and purchase day book along with the purchase vouchers to the District office concerned after due reconciliation.
  - e) The district office may create one supplier or supplier site for each mandi for ease of making entries and their easy identification and reconciliation. In case the Cash book and purchase day books are maintained at pay office in soft copy the same can be attached with the invoice.
  - f) The district office on receipt of the Cash Book and Purchase Day book should verify the same and make one consolidated invoice in FAP product wise, variety wise and depot/mandi wise in Accounts payable module for purchases made during the fortnight.
  - g) The above invoices should be paid for the amount paid as per cash book through a dummy check series and remaining liability if any shall be reconciled.

3. It may please be noted that the above mentioned approach is to be adopted only in case of purchases made directly through farmers only, and the same should not be adopted for purchases through millers, arhatias, state agencies etc.

  
(R.R. Aggarwal)  
General Manager (FAP)

**Distribution:**

1. CGM (Cost/Fin./A/Cs/IA/Funds/CPF) in Headquarters
2. All CGM/GM (F&A) in Zonal offices
3. The Director, IFS, FCI, Gurgaon, Haryana.
4. All Dy. GM (F&A)/ Asstt. GM (A/cs) FCI, Regional Offices.
5. All Area Managers.