

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं: एचएफसीआई एन डी

Fax No.: HFCI ND

भारतीय
खाद्य
निगम



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OF INDIA

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No.I.12/ FAP/implementation/2013

Dated 24.10.2013

Circular No. FAP/12/2013

Sub: IOG Entries in FAP for Transfer of Payroll Advances

It has been observed that some of the field offices are manually passing IOG entries in FAP for transfer of payroll advances on transfers of any employee from one unit to another unit.

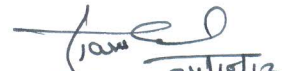
2. It may please be ensured that no manual IOG entry needs to be created in FAP for transfer of payroll advances from one unit to another unit, as the FAP system is automatically creating IOGs in General Ledger module for transferring of all the payroll advances from one unit to another unit, on joining of the employee at new unit office.

3. For eg. say a employee presently working at headquarters and having a festival advance of Rs 5000 outstanding in his name is transferred from headquarters to Z.O. West zone then on joining of employee in payroll at ZO West, FAP sytem will automatically pass a Journal entry in the books of Headquarters as well as Zonal office West.

(a) Entry in Headquarters book will be like:
HA11.0000000.0931.0000. 0000.WA11.0000 Dr 5000
HA11.0000000.2717.0000. 0000. 0000. 0000 Cr 5000

(b) Entry in Zonal office West book will be like:
WA11.0000000.2717.0000. 0000.0000.0000 Dr 5000
WA11.0000000.0931.0000. 0000. HA11. 0000 Cr 5000

4 In order to find all such entries for a particular unit "Journals-line" report for a particular period can be run with category parameter as "Transfers". (As per Annexure "A")


(R.R Aggarwal)
24/10/13
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.

Annexure "A"

