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Circular No. FAP/16/2013

Sub: Release of Final Payments through FAP in respect of the ex-members and preparation of Zonal CPF Accounts through FAP

References are being received from the zonal offices regarding clarifications for releasing the CPF Final Payments to the ex-members. In this regard the following guidelines may be followed for making the final payment to the ex-members.

- (i) The schedule for ex-member liability should be prepared and action should be taken to release the ex-member liability immediately.
- (ii) The CPF balances of the ex-members whose name are already available in the payroll should be got uploaded in FAP alongwith the regular members who are in service.
- (iii) The CPF balances of the ex-members whose name are not available in FAP as these employees ceased to be member of CPF trust before implementation of FAP shall be maintained manually and in such cases the balances of such employees would not be entered in FAP. The final payment of such ex – members shall be released through Oracle Apps directly by creating the transactions in GL module by the Zonal offices and in Payables module by creating an invoice by the unit as elaborated in Circular No. 13/2013.
- (iv) The final payment in respect of the ex-members whose name are available in the payroll module shall be released as per the standard procedure through CPF module.
- (v) In case of any supplementary payment is to be released to any employee whose Final payment has already been released, the same can be released through the screen “CPF Supplementary Payment screen” provided in CPF module. The payable amount has to be calculated manually as CPF module is not making any processing in respect of the members whose Final payment is already released. When the amount is entered in this screen the CPF

module would increase the balance of the employee and the same would be reflected in the “CPF adjustment report” and also in the adjustment column of the “Master Opening /Closing Balance report”. The amount paid would also be reflected in the “List of CPF Sanctions” report and in the deduction column of the “Master Opening /Closing Balance report”.

2. The Zonal Annual Accounts of CPF divisions are required to be prepared through FAP. The following procedure shall be followed for the preparation of the Zonal Annual Account of CPF divisions.

(i) The opening balances of the zonal trustee account with the Headquarters shall be equal to the opening balances of members liability (CC,CS, VPF) as reflected in “Master Opening Closing report” as on close of the year plus the net opening balances of the employees who have been transferred from /to other zone as reflected in the “Zone transfer report” plus the opening balance of the ex – member liability maintained manually. (Zone transfer report is under development and the same would be provided shortly.)

(ii) In case of any difference in the opening balances as enumerated above and the balance of Zonal Trustee account the same shall be treated as unreconciled balance at Zonal level which shall be reconciled by the zonal offices.

(iii) The IUTA shall be exchanged between the zonal offices in respect of balance transfer in respect of the employees who have changed the parent zone as per the balances shown in “Zone transfer report”. The accounting entry shall be passed in CPF Books of HQrs for such zone transfers by the Headquarters by crediting /debiting the zonal trustees. It shall also be ensured that the new CPF/EPS number should not be allotted through the zone transfer screen till the Form – 13 and the IUTA is not received by the new zonal office.

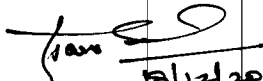
(iv) The yearly contributions additions and refund of advance reflected in the “Master Opening Closing Balance report” reduced by the yearly contributions of the of the employees who have been transferred from /to other zone as reflected in the “ Zone transfer report” shall match with the IOCPF exchanged by the zonal offices with the Headquarters.

(v) The manual adjustments if any made shall be verified properly with the help of “FCI PF Adjustment Report” available in Oracle Apps in Payroll user responsibility and the same shall tally with the “Master Opening Closing Balance report”. Ideally the net impact of the adjustments should be zero. In case any adjustment is made from the unreconciled balances the same shall be reflected in the statement of unreconciled balances/ ex member liability maintained manually.

(vi) The deductions shown in the “Master Opening Closing Balance report” shall tally with the IOCPF for CPF advance, Part Final Payment, Final Payment exchanged with Headquarters.

(vii) The interest on the member balances as per the "Master Opening Closing Balance report" report shall be provided in the income expenditure account of the zonal trust. The closing balance of the as shown in the "Master Opening Closing Balance report" and the ex-member liability & unreconciled balances maintained manually shall reflect the total liability to the members and the closing balance of zonal trustee account.

3. The above procedure may be followed for the preparation of Zonal accounts of CPF divisio through FAP.


(R.R. Aggarwal) 21/2/2013
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.