

तार : 'फूडकोर्प'
Gram : 'FOODCORP'

फैक्स नं: एचएफसीआई एन डी
Fax No.: HFCI ND

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No.I.12/ FAP/implementation/2013

Dated: 28.03.2014

Circular No. FAP/19/2013

Sub: Reconciliation and preparation of the Annual CPF slips and updation of the data in CPF slips where the manual schedules have been prepared

References is made to the Circular No. FAP/16/2013 regarding preparation of CPF Accounts and generation of CPF slips for the year 2013-14 through FAP.

2. References are being received from the zonal offices for clarifications in respect of updation of CPF data of the employee where the CPF schedule has been received manually or the same does not tally with the payroll data. It is also understood that some of the zonal offices have not entered complete transactions of temporary advance, part final payment or Final payment.

3. In this context, the following procedure shall be followed for updating the data in CPF module.

(a) (i) Where the zonal offices have not entered the temporary advance or part final payment in respect of the employees, the data in respect of such sanctions should be given to Headquarters FAP division in the prescribed data template available at FAP website for updating the same in CPF module.

(ii) Once the data is uploaded by the Headquarters the zonal office shall verify the data through "CPF list of Sanctions".

(b) Where the zonal offices have not entered the Final payments of CPF, the zonal offices shall enter the same in CPF module and the invoices for the same should not be released. A list of the sanctions entered for which the invoices are not to be released should be provided to FAP division for updating the same so that no accounting for such transaction is generated by the system.

(c) (i) Where the zonal offices have received the manual IOCPF schedules or the schedules with manual adjustments, the zonal offices should give the data of such employees in the

prescribed data template available at FAP website. It has to be ensured that the data where any manual adjustment has been carried out or where the salary has not been paid as per FAP should only be given.

(ii) The data provided would be uploaded by Headquarters in the CPF adjustments in the respective months and the same should be verified the CPF adjustment report. The data in respect of the employees whose final payments have already been made through FAP would not be updated.

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



(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.