

FOOD CORPORATION OF INDIA
HEAD QUARTERS : NEW DELHI

No. A/cs/29(1)/IOM/Meeting & Conf./91-92

DT : 27.3.1992

CIRCULAR NO. 596/ACCTS.

Of late it has been observed that Accounting units have developed a tendency of exchanging the Inter Office Certificates only in the meeting held at Regional/Zonal or All India Level for Inter Office Reconciliation. This results in very wide differences at the time of finalisation of All India Accounts. There are standing instructions that while sending the Transfer Out Invoices the dispatching units should not only give the quantity as per RRs but also inter-alia mention the progressive quantities despatched to each consignee office by the consignor district enabling both the consignor as well as consignee to reconcile the quantities despatched from the consignor region to the consignee at any point of time. It is, therefore, re-iterated that these instructions should be followed scrupulously and that there is no lapse at any stage.

Likewise, in respect of other Inter Office Accounts the advice(s) should not only be serially numbered separately for each unit but should also give the progressive balances (Debit or Credit) for each unit. These instructions are to be followed strictly and there should not be any occasion of any omission in this regard.

Manager (A/cs) of the Zones are requested to impress upon the Accounting Units under their control to follow these instructions strictly in future. It may please be ensured that there is no difference for within Region/within Zone/Outside Zone transaction for all inter office Accounts.

Please acknowledge the receipt.

**Sd/-
V.P. BHATNAGAR
JT. MANAGER (ACCTS.)**