

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं: एचएफसीआई एनडी

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भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय  
नई दिल्ली  
Head Quarters  
New Delhi

आइ०एस०ओ 9001:2000 प्रमाणित

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No. Stk/37/1/ (31)/APV/2008/

Dated: March, 2008

Executive Director (Zone)  
Food Corporation of India,  
Zonal Office,  
CHENNAI / MUMBAI / KOLKATA / GUWAHATI / NOIDA.

General Manager (Region)  
Food Corporation of India  
Regional office

Subject: **Annual Physical Verification as on 31.3.2008**

Reference: **1) Headquarters' Circular No. STK/37/1/ (31) APV/2007 dated 14.3.2007**  
**2) Headquarters' Circular No. S&S/ SA/ 37/1(28)100% Wt. /2003 dated 26.3.2003**

Sir,

The detailed instructions for undertaking the Annual Physical Verification, issued vide Headquarters' circular No.S&S/SA/37/1(18)/93-94/APV dated 31-1/4-2-1994, are to be followed for conducting the same as on 31-3-2008 and the results thereof are to be posted in the proformae I to VIII enclosed herewith. Like in the past, the depot transactions shall remain suspended on 1<sup>st</sup> and 2<sup>nd</sup> April, 2008 for the purpose of APV. PV operations should invariably be completed during or within these two days. In case this time frame can not be adhered to or if records are incomplete, responsibility would be fixed against the concerned Manager (Depot) / (Depot In-charge) and the names of such depots are to be reported to Headquarters.

2. The counting sheets of stacks must be preserved and sent to the Area Manager concerned for the purpose of exhibiting the same in the event it is called upon to do so by the CAG Auditors. A copy of the APV report may also be maintained in the respective depot mentioning the details of the short/excess bags observed during the course of the Physical Verification in proformae VI-A, VI-B and VI-C, as the case may be, for certification by the Auditors and for further examination at the Headquarters level. The PV results in the said proformae must be tallied with the SLS figures and the same be duly verified /certified by the CAG Auditors in time. The CAG Auditors be apprised of the instructions for conducting the Annual Physical Verification well in time by the Districts/Regions/Zones concerned and wherever they feel the necessity to associate themselves with such P.V., full cooperation is to be extended to them.

3. All ready issuable stocks, up-gradable issuable stocks and non-issuable stocks are to be verified separately by 100% peripheral count filling-wise by the officials from other depots as far as possible and by associating another stock holding official.
4. Area Managers must ensure finalization of the Depots and depot-wise PV teams in advance. The IA & PV teams are not to be deployed for this exercise.
5. 100% weighment should be conducted for all baby stacks in all the godowns excluding the stocks covered by tenders or stocks covered under litigation etc. The PV report of 100% weighment must be certified by the officials conducting PV as well as by the Depot In- charges, neatly entered in the prescribed proformae VIII-A, VIII-B and VIII-C. The Districts/Regions/Zones are to ensure that APV is conducted in all the depots as per the prescribed procedures and as per the time schedule and reports thereof are submitted in the prescribed proformae I to VIII duly certified, cross-tallied and reconciled at the District/Regional/Zonal levels. As the PV results are incorporated in the stock accounts, it would be the personal responsibility of the Area Managers to include the details in the Stock Ledger Summary, commodity-wise.
6. In addition to this APV by peripheral count, a list of depots selected by the Headquarters on the basis of ISI method will follow for conducting APV of foodgrains based on ISI method. The instructions issued vide Headquarters' circular dated 26-3-2003 should be followed this year also for 100% weighment of the stocks of the stacks in the selected depots on ISI method, the list of which will be sent separately.
7. The APV is also to be conducted in respect of all movable assets, dead-stock articles, building materials, engineering stocks and Technical equipment etc. available in the depots and reports thereof to be got certified by the respective Divisions and furnished to the Auditors for their verification. The APV reports in the prescribed formats in respect of wheat, rice, paddy and sugar only be sent to Stocks Division of Headquarters.
8. The Districts are also to forward the depot-wise original statements in proformae I to IV, duly countersigned by the Area Managers, to the Regions concerned along with depot-wise district consolidation indicating the filling-wise i.e. 95kg bags/75kg bags/50kg bags separately in the prescribed proformae I to VIII latest by 15th April, 2008. The Region concerned would ensure that after thorough checking and reconciling, the stack-wise /depot - wise census lists of the stocks of each commodity as per Proforma I for ready issuable and up-gradable issuable stocks and as per proforma III for non-issuable stocks with their summary details as per proformae II & IV are arranged with data entry in their computer floppy. The structures in which the details from these two (II & IV) proformae are to be entered are already available with the units, but copies are again attached. The data sent should contain proper punching of the commodity code / depot code etc. legibly. It is to be ensured that no errors occur in feeding the data. The Regions are also to compile the district-wise/commodity-wise details as per the prescribed proformae V-A to VII-C, duly reconciled with physical stocks as per (audited) SLS circular No .IV/ I (4) on proformae VI-A to VII-C giving reasons/justification for the difference with the book balances, if any. The Regions should also ensure that the book balances in bags and weight filling-wise as per proformae V-A to VI-C tally with the computer floppy summary

print, book balances/PV balance etc. Each proforma must be certified by the Dy.Gen. Manager (Stg.)/Dy.Gen.Manager (A/cs) and countersigned by the General Manager (Region) concerned. Each Region is to forward the hard copy of the APV reports in the prescribed proformae V-A to VII-C indicating filling-wise number of bags and weight of book balance and number of bags found on 100% physical count to Headquarters along-with computer floppy on proformae I to IV enclosing district-wise commodity-wise summary print thereof, with a copy to concerned Zonal Office by 15<sup>th</sup> May, 2008. Floppies and floppy prints must be completed to generate data of ready, up-gradable and non-issuable stocks commodity-wise with proper codification.

9. The Regions are also to consolidate and forward the depot/district-wise APV results of 100% weighment in the ISI selected depots and all the baby stacks in the prescribed proforma VIII. The Districts henceforth need not forward any PV report to Headquarters directly. These are to be sent to the Regional Offices, who, in turn, will consolidate and forward same to the Zones with their review/comments. It may be ensured that all the baby stacks in each depot are weighed on 100% and the results be furnished in the prescribed format. The Zonal Office will consolidate the commodity-wise, filling-wise number of bags and weight of each Region indicating book balance, PV balance, difference noticed and details of action taken in case of shortages under its jurisdiction and forward it to Headquarters by 31.5.08.

10. While consolidating the APV results, it must be ensured that the respective Regional consolidation units furnish area-wise/ commodity-wise total stocks available, indicating therein details of filling -wise total number of bags and weight in a separate proforma highlighting the book and PV balance and the differences, if any. The reasons for variance may also be indicated against each District. This consolidation must be tallied with the SLS figures along with the floppy prints and with the manual APV reports.

11. The APV reports should be critically analyzed by the General Manager (Region) & Executive Director (Zone) with proper page/item-wise total duly tallied with the SLS figures and forwarded to the Headquarters within the prescribed time limit in the proformae V-A to VIII-C indicating commodity-wise Regional summary filling-wise, duly countersigned by Regional Finance Officers and countersigned by GM (Region). The forwarding letter must indicate specific reasons and action taken on the abnormal shortages noticed during the course of APV, if any.

12. Regarding test check of quality verification of the stocks, the instructions issued vide letter dated 5/7-3-1997 be strictly adhered to in all the depots to ensure the quantity and quality of stocks as on 31<sup>st</sup> March, 2008 and the results of random quality verification sent to General Manager (QC), Food Corporation of India, Headquarters, New Delhi for further follow-up action, if any.

13. It would be the responsibility of the Area Managers to ensure that the census list of the stocks as on 31-3-2008 in the depots is prepared and handed over to the PV team deputed for the purpose and confirmation to this effect for all depots under the District's jurisdiction would be sent by the concerned Area Manager, under his signature, to the General Manager (Region) with a copy to the Executive Director (Zone) through fax immediately.

14. These instructions may kindly be circulated in all the depots and brought to the notice of all concerned for strict compliance. It is, however, generally observed that the PV reports are not only received very late (upto December) but also practically without any analysis made at Zonal or Regional level. Kindly ensure that the consolidated APV reports for the Region as a whole are sent by the respective ED (Zone) / GM (Region) to Headquarters latest by 31<sup>st</sup> May, 2008. A copy of this circular letter along with its enclosures is also being placed on the FCI (Hqrs.) website [www.fciweb.nic.in](http://www.fciweb.nic.in) for easy perusal and download.

15. This issues with the concurrence of Finance and approval of the competent authority.

Yours faithfully,

**(MADAN LAL SEHGAL)**  
**GENERAL MANAGER (STOCKS)**

**Encl: Proformae I to VIII-C**

**Copy to: -**

1. Managing Director, CWC, New Delhi.
2. General Manager (F&A), FCI, Zonal Office, \_\_\_\_\_.
3. General Manager (QC) FCI, Headquarters New Delhi .....for necessary action.
4. General Manager (Computer), FCI, Headquarters, New Delhi ....for necessary action.
5. ED (F)/ED(C)/ED (G)/CGM (A/cs)/CGM (Audit)
6. PS to Chairman and Managing Director, FCI, Headquarters, New Delhi.
7. Hindi Cell FCI, Hqrs. New Delhi.. for translation of this letter in Hindi