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ODISHA STATE CIVIL SUPPLIES CORPORATION Ltd.

C/2, NAYAPALLI, BHUBANESWAR-12

File No. Acct/Comp/DPL-25/15-16

No. 10823 Date 17-6-16

From

Niranjan Nayak, OAS (SAG)

Managing Director

To

All CSO cum District Manager

OSCSC Ltd

(Except Kandhamal)

Sub: Revised timeline for issue of documents by FCI, submission of bills on CMR and settlement of claims.

Ref: letter No. 12230 dt. 10.06.2016 of FS & CW Deptt.

Sir,

I am to say that, with a view to expedite submission of bills to FCI & settlement thereof quickly, a timeline for different processes as given below have been fixed by Govt. in FS & CW Deptt., in consultation with Regional Office, FCI and OSCSC.

1. The documents namely Acceptance Note, Weigh Check Memo, Weighment Slip, Transit Pass (prepared by the miller while delivering CMR in vehicle) will be issued by the Depot in Charge, FCI within 2 days of delivery of CMR (T+2 days)
2. As soon as the documents are ready, Depot in charge will send SMS to the mobile of CSO cum District Manager and the Assistant Manager (Accounts)/ SAS/ Sr. Accountant of the district, stating Date of delivery, number of lots delivered and number of lots for which documents are prepared and ready for issue.
3. District Manager, OSCSC shall arrange to collect the documents and submit bills to FCI within 7 days of receipt of message from the depot in charge of FCI. The bills will be submitted as usual at the District Manager's office of FCI (T+9 days)
4. Area Manager, FCI shall release the payment to the account of OSCSC, Head office, Bhubaneswar within 5 days of submission of bills (T+14 days)

With the above arrangement the bills of OSCSC will be settled within 15 days of delivery of CMR at FCI.

ACTIONABLE POINTS FOR D.M, OSCSC

1. The mobile number of CSO cum District Manager and Accounts staff. (the office mobile sim number preferably) should be sent to Area Manager, FCI by 17th June through mail with a copy to General Manager (Accounts), OSCSC Ltd., Head office.
2. The miller is to collect the documents from the depot I/C and submit at the office of the District Manager, OSCSC on the same day or enxt day.

On receipt of mobile message from the Depot in charge, FCI, concerned millers must be reminded to collect the documents from FCI depot.

3. The District Office shall prepare the bills (bill in Form No. B.e.4.1.g.) tax invoice in duplicate and submit the same at the District Manager office FCI along with documents within 7 days positively. The District Manager must not wait for submission of bills in large lots.

Please note that there is no need to get certificate from the Purchase officer, FCI on the body of the bill (Form No. B.e.4.1.g.). Bills once prepared are to be submitted at Area Managers office directly.

4. In case any District Manager, OSCSC needs additional accounts staff to prepare the bills as per dateline, he may send requisition to Head office.
5. **The above revised dateline is effective for the CMR delivered from 16.06.2016, for the CMR already delivered the entire bills are to be submitted to FCI by 30.06.2016 positively.**

Yours faithfully


Managing Director

Memo No. 10824 dt. 17-6-16.

Copy forwarded to General Manager, FCI, Regional Office, Bhubaneswar for information and necessary action.


Managing Director