

तार : 'फूडकोर्प'

Gram : 'FOODCORP'

फैक्स नं: एचएफसीआई एन डी

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No.I.12/FAP implementation /2013

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**Circular No. FAP/11/2013**

**Sub: Procedure for Reconciliation of Zero Accounts through FAP to be followed in Regional/ Zonal/ All India Zero Accounts Reconciliation meetings**

Reference is made to the letter No. Accts/29(1)/IOM/AIM&C/2013-14 dated 09 Oct 2013 advising the field offices therein to conduct the half yearly within Region/ within Zone Zero Accounts meeting. The All India Zero Accounts meeting to reconcile the transactions for the half year ended on 30 Sep 2013 is also being planned shortly.

2. Since the Accounts for the Financial Year 2013-14 are required to be prepared through FAP only, it is imperative that the Zero Accounts are reconciled as per the balances in FAP.
3. The following procedure shall be adopted to ensure that the Zero Accounts are reconciled among the units in the within Region/ within Zone Zero Accounts meeting through FAP.
  - a) The Regional offices and Zonal offices may draw a "trial balance – detail report" through "Intercompany responsibility in General Ledger module" with the parameter page break segment as "intercompany" taking the low and high value segment of the unit codes under their Region or Zone.
  - b) The regional offices and zonal offices should verify that the balance shown in the respective units is tallied with the corresponding other unit. In case there is any deviation the respective units should be advised to ensure complete transaction entry. E.g. The balance of IOR for NC11 and NC 15 should be as under:  
NC11.0000000.0921.0000.0000.NC15.0000 Dr. 500000.00  
NC15.0000000.0921.0000.0000.NC11.0000 Cr. 500000.00
  - c) In case any discrepancy is noticed in the balance as per trial balance, the unit offices may draw the "Account Analysis - Sub Ledger Details (180 Char) report" to reconcile the IOR/IOG/IOCPF wise line items.

- d) The print of the "Account Analysis - Sub Ledger Details (180 Char) report" for each account head would only be signed by the participants in the meeting as token of exchanging the certificate and no other certificate should be exchanged.
- e) For stock transactions the field offices should draw the "Transfer Out report" with parameter "ALL" in From Unit and the respective unit in "To unit" to see the details of the TOIs sent by the consignor unit to any consignee unit. The consignee units should also draw the report "Transfer - In stocks received" to ensure that the quantity of the stock is tallied. Since both the reports are in excel format, the appropriate filter can be applied to get the desired extract of the unit wise Transfer In and Transfer Out data. The same extracts should be signed by the field offices to certify the quantity and amount of the stock transactions.
- f) The Regional offices and Zonal offices would certify the Zero of the respective account as per the "Trail Balance - Detail report" drawn as enumerated above in respect of their Region or Zone. For IOM transactions the quantity can be entered against each account head as the quantities are not reflected in the Trail balance.
- g) It shall be ensured by all the field offices that all the transactions have been entered by them and also verified with the reports of other units that the other units have also entered the complete transactions corresponding to them. In case of any discrepancy, it would be the responsibility of both the units and their Regional offices to ensure that the field offices have entered all the transactions related to zero accounts and the same are tallied.
- h) No zero account meeting should complete without following the above procedure.
- i) In case of any issue related to the FAP application, FAP support team may be contacted for clarification.



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**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.