

तार : 'फूडकोर्प' Gram : 'FOODCORP' फ़ैक्स नं. : एचएफसीआई एनडी ००६९९९२३४९३२४९ ००६९९९२३४९३९६२ Fax No. : HFCI ND 00911123413241 00911123413162	भारतीय खाद्य निगम 	FOOD CORPORATION OF INDIA	मुख्यालय नई दिल्ली Headquarters New Delhi
	१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष : ४३५२७६६७, ४३५२७६६८ 16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 43527697, 43527698		

I-12/Misc. Corres./18

Date: 17.09.2018

Circular No. FAP/25/2018

Unique Asset no. to be maintained in manual records

It has been pointed out by the C&AG Audit during the accounts audit that the unit offices are maintaining different asset numbers for each asset, one as per manual record and second as per the unique number generated through FAP system. Therefore, it is advised that assets number generated through the FAP system may also be used in the manual records to avoid double numbering for each asset & audit observation.

In case, asset for which asset number is generated through FAP have more than one unit/asset, assets number in the manual records may be maintained as asset number/1, asset number/2 & so on.

(Handwritten Signature)
19/9/18

K.K. Paliwal

General Manager (FAP)

Distribution:

1. CGM (Cost/Fin./A/Cs/IA/Funds/CPF) in Headquarters
2. The Director, IFS, FCI, Gurgaon, Haryana.
3. All GM (F&A), FCI, Zonal offices (North, South, East/West/ North East).
4. All GMs (R), FCI, Regional Offices.
5. GM (IT/Engg.), DGM (HQ), FCI, Headquarters
6. All Area Managers.
7. Guard file.