

HARYANA STATE WAREHOUSING CORPORATION

BAY NO.15-18, SECTOR 2, PANCHKULA

DOCUMENT TITLE

Procedure for payment of various bills raised against the HSWC

Sr. No.	Description
1	Procedure for settlement & preferring Cartage & Labour Charges bill.
2	Procedure for settlement & preferring transportation charges bill.
3	Raising bill of Storage charges, Weightment charges, DESS Charges, Misc. Charges etc. against depositors/customers.
4	Payment of salary to Employees.
5	Procedure for payment of supplementary payments to employees.
6	Procedure for payment of personal advances.
7	Payment of T.A. advance and passing of TA bills.
8	Procedure for settlement of insurance claims for stocks damaged in warehouses.
9	To systematically plan the operations and financial results through the revised estimates and the budget estimates.

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- PURPOSE

Procedure for settlement & preferring Cartage & Labour Charges bill.

2- RESPONSIBILITY

Official concerned in Warehouse and District Office.

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office
9	SD	Statutory Deductions

4- INPUT

Sr. No.	Input Description	Source
1	Cartage & Labour Charges bill	Warehouse/Contractor
2	Work Slip	Warehouse

5- PROCESS ACTIVITY

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Preparation of Cartage & Labour Charges bill	Issue of work slip for the work carried out by contractor on the day-to-day basis (depositor-wise) in the prescribed form.	Godown Keeper/Warehouse Manager
		Contractor prepares bill in the prescribed format and submit to Warehouse Manager.	Contractor
2	Scrutiny at WH	Cartage & Labour Charges bill received from contractor at warehouse verified by the Warehouse Manager with reference to the standing instruction and forwards the same to District Office along with work slips and stock account.	Godown Keeper/Warehouse Manager
3	Receipt of Bills at District Office	Cartage & Labour Charges bill received at District Office diarised in diary and passed on to Accounts section.	Diary Clerk
4	Scrutiny of cartage &	Cartage & labour charges bill shall be	Asstt./Acctt.

	labour charges bill	scrutinized as per standing instruction. Checking of the bill for calculations as per rates, taxes charge, SD deduction etc.	
5	Vetting/Concurrence	Cartage & labour charges bill shall be checked and finally submitted for payment as per standing instruction. Checking the bill for calculation and rates, taxes charges, SD deduction etc. Submitted and forward to District Manager for sanction of payment.	Asstt./Acctt./District Manager
6	Payment of Cartage & Labour Charges bill	After receipt of payment order from District Manager payment voucher shall be prepared. Accounts section remits the payment to the contractor through RTGS. Intimation of payment details to the contractor by post. Simultaneously necessary entries shall be made in bill register for the contractor's claim, deductions, made payment etc.	Asstt./Acctt.
7	Raising of bills on Depositor	Prepare consolidated Cartage & Labour Charges bill claim against depositor along with the supervision charges and enclosing the original contractor's bills and its enclosures. After preparation of claim against depositor the same shall be entered in the bill register. Original bill shall be sent to dispatcher and office copy after dispatched be kept in the concerned file.	Asstt./Acctt.
8	Receipt of payment from the depositor	Receipt of payment by RTGS from the depositor, details of payment shall be entered in the bill register duly entering the deduction, if any. If short payments are noticed, reasons will be called for if not furnished. If the deductions made are in the order and contractor is liable for such short payment, same shall be recovered from the bill in hand in consultation with account section. If no bill is in hand, the same shall be recorded in the concerned file for deducting from future bill. Necessary voucher shall be prepared for such short payment if recoverable from the contractor.	Asstt./Acctt.

6- PROCESS OUTPUT

Sr. No.	Output description	User
1	Bank Withdrawal	District Office
2	RTGS	Bank
3	Payment	District Office

7- RECORDS

Sr. No.	Name of Record	Location/Path	Custodian
1	Bill register (WH)	Warehouse	Dealing Assistant
2	Bills receipt register	Warehouse	Dealing Assistant
3	BW voucher	District Office	Dealing Assistant
4	Depositors Bill	District Office	Dealing Assistant
5	General Diary	Warehouse/District Office	Dealing Assistant
6	Income Tax Remittance register	District Office	Dealing Assistant
7	Payment voucher	District Office	Dealing Assistant
8	Work Slip	Warehouse	Dealing Assistant

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- PURPOSE

Procedure for settlement & preferring Transportation charges bill.

2- RESPONSIBILITY

Official concerned in Warehouse and District Office.

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office

4- INPUT

Sr. No.	Input Description	Source
1	Transportation charges bill	Warehouse/Contractor
2	Work Slip	Warehouse

5- PROCESS ACTIVITY

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Preparation of Transportation charges bill	Issue of work slip for the work carried out by contractor on the day basis (depositor-wise) in the prescribed form.	Godown Keeper/Warehouse Manager
		Contractor prepares bill in the prescribed format and submit to Warehouse Manager.	Contractor
2	Scrutiny at WH	Transportation charges bill received from contractor at warehouse verified by the Warehouse Manager with reference to the standing instruction and forwarded to District Office along with work slips and stock account.	Godown Keeper/Warehouse Manager
3	Receipt of Bills at District Office	Transportation charges bill received at District Office diarised in diary and passed on to Accounts section.	Official concerned
4	Scrutiny of Transportation charges bill	Transportation charges bill shall be scrutinized as per standing instruction. To check the bill for calculations and rates, taxes charge, SD deduction etc.	Asstt./Acctt.

5	Vetting/Concurrence	Transportation charges bill shall be checked and financially submitted for payment as per standing instruction. To check the bill for calculation and rates, taxes charges, SD deduction etc.	Asstt./Acctt./District Manager
		Submitted and forward to District Manager for sanction of payment.	
6	Payment of Transportation charges bill	After receipt of sanction order from District Manager payment voucher shall be prepared.	Asstt./Acctt.
		Accounts section remits the payment to the contractor by RTGS.	
		Intimation of payment details to the contractor by post.	
		Simultaneously necessary entries shall be made in bill register for the contractor's claim, deductions, made payment etc.	
7	Raising of bills on Depositor	Prepare consolidated Transportation charges bill claim against depositor enclosing the original contractor's bills together with its enclosures.	Asstt./Acctt.
		After preparation of claim against depositor the same shall be recorded in the bill register.	
		Fair bill shall be sent to dispatcher and office copy after dispatched be kept in the concerned file.	
8	Receipt of payment from the depositor	Receipt of payment by RTGS from the depositor, details of payment shall be entered in the bill register duly entering the deduction, if any.	Asstt./Acctt.
		If short payments are noticed, reasons will be called for if not furnished. If the deductions made are in the order and contractor is liable for such short payment, same shall be recovered from the bill in hand in consultation with account section.	
		If no bill is in hand, the same shall be recorded in the concerned file for deducting from future bill.	
		Necessary voucher shall be prepared for such short payment if recoverable from the contractor.	

6- PROCESS OUTPUT

Sr. No.	Output description	User
1	Bank Withdrawal	District Office
2	RTGS	Bank
3	Payment	District Office

7- RECORDS

Sr. No.	Name of Record	Location/Path	Custodian
1	Bill register (WH)	Warehouse	Dealing Assistant
2	Bills receipt register	Warehouse	Dealing Assistant
3	BW voucher	District Office	Dealing Assistant
4	Depositors Bill	District Office	Dealing Assistant
5	General Diary	Warehouse/District Office	Dealing Assistant
6	Income Tax Remittance register	District Office	Dealing Assistant
7	Payment voucher	District Office	Dealing Assistant
8	Work Slip	Warehouse	Dealing Assistant

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- PURPOSE

Raising bill of Storage charges, Weightment charges, DESS Charges, Misc. Charges etc. against depositors/customers.

2- RESPONSIBILITEY

Warehouse Manager with support of warehouse staff.

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office

4- INPUT

Sr. No.	Input Description	Source
1	Depositors copy of bills	Warehouse Manager
2	Sanction order	Head Office

5- PROCESS ACTIVITY

Sr. No.	Activity	Description	Responsibilities
1	Preparation of bill	Bill for reservation of space, DESS, Weightment, Mics Charges etc. against the depositors to whom credit facility has been granted by Head Office in writing shall be prepared monthly.	Warehouse Manager
2	Raising of bill	Bill shall be raised against depositors on the following due date:- Reservation : 5 Th of the following month Delivery Basis :- On actual date of delivery. Weightment, DESS, MISC. bill etc on the date after completion of work.	Warehouse Manager
3	Submission of copies to District office	Copies of bill so raised shall be submitted to District Office in one bunch by fourth of every month after entering in bill register.	Warehouse Manager
4	Receipt and Accounting of bill	Bill so received shall be checked whether the claim is in order in all respects particularly with reference to the rates, Area, Qty, charged, period etc. If in order, necessary voucher be prepared,	Asstt./Acctt.

		Bill shall be recorded in bill register Warehouse-wise and depositor-wise	
5	Monitoring Debtors	All the debtors against whom bill was raised and who have not paid will be persuaded for the prompt payment.	Asstt./Acctt./District Manager
		Debitors shall be persuaded for short payment made, if any	Asstt./Acctt./District Manager
		Rectification entries be made for excess claim made, if any consultation with WM/concerned section of District Office/Head Office.	Asstt./Acctt./District Manager
		Intimation of payment detail & deduction to contractor by post.	Asstt./Acctt./District Manager
		Simultaneously necessary entries shall be made in the bill register for the contractor's claim deduction made payment etc.	Asstt./Acctt./District Manager
6	Raising of Bill on Depositor	Prepare consolidated claim against depositors enclosing the original bill together with its enclosure.	Asstt./Acctt./District Manager
		Prepare necessary General voucher for raising bills against depositor.	
		After preparation of claim against depositor the same shall be recorded on the bill register.	
		Fair bill shall be sent to dispatcher and office copy after dispatch be kept in the concerned file.	
7	Receipt of payment from the depositor	On receipt of payment by RTGS from the depositor, details of payment shall be entered in the bill register duly entering the deductions, if any	Asstt./Acctt./District Manager
		If short payments are notice, reason be called for if not furnished.	Asstt./Acctt./District Manager
		If the deductions made are in order and contractor is liable for such short payments, same shall be recovered from bill in hand. If no bill is in hand, the same shall be recorded in the concerned file for deducting from future bill.	Asstt./Acctt./District Manager
		Necessary voucher shall be prepared for such short payment if recoverable from contractor.	Asstt./Acctt./District Manager

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- PURPOSE

Payment of salary to Employees.

2- RESPONSIBILITY

Drawing and Disbursing Officer (DDO)

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	BW Voucher	Bank withdrawal voucher
4	DDO	Drawing and Disbursing officer (DM)
5	MGR	Manager
6	G.K	Godown Keeper
7	JTA	Junior Technical Assistant
8	TA	Technical Assistant

4- INPUT

Sr. No.	Input Description	Source
1	Office order for new Appointment. Change in Basic Pay etc.	District Office/Head Office
2	HSWC Circular for DA rates	District Office/Head Office
3	Sanction order/ Advice / request for variable deduction	District Office/Head Office
4	Leave sanction order i.e. half pay leave earned leave. Extra ordinary leave etc.	District Office/Head Office

5- PROCESS ACTIVITY

Sr. No.	Activity	Description	Responsibilities
1 (a)	Preparation of monthly salary	Receipt of any new input from Esstt. Section of Head Office admin Branch	Head Office/District Office
1(b)		Any other input received from other sanctions.	Head Office/District Office
1(c)		If any person is absent, salary for the period of absence, not to drawn. Until leave order is received	Head Office/District Office
1(d)		Prepare of remaining salary bills as per the existing order based on the previous	Account Assistant

		month's salary slip.	
2	Preparation of payrolls	Preparation of payrolls month-wise, centre wise, with reference to pay register.	Account Assistant/Accountant
3	Checking of payroll.	Checking of payrolls, centre wise, month wise, with reference to pay register.	Account Assistant/Accountant
4	Arrangement of Salary Payment	Preparation of voucher (BW) credit advice.	Account Assistant
5	Submission of Credit advise to bank for payment	Salary advises to be submitted in the bank for RTGS on 30 th or last date of the month.	Account Assistant/Accountant
6	Preparation of Pension bills etc.	Preparation of Pension bill every month.	Account Assistant/Accountant
7	Checking of pension bill	Checking of pension, month wise, with reference to pension register.	A/Asstt/Acctt
8	Arrangement of pension payment	Preparation of voucher (BW) credit advice.	Account Assistant/Accountant
9	Submission of pension Credit advise to bank for payment	Pension advises to be submitted in the bank for RTGS on 1 st date of the following month.	Account Assistant/Accountant
10	TDS returned	Submit quarterly TDS return.	Account Assistant/Accountant

6- PROCESS OUTPUT

Sr. No.	Output Description	User
1	Salary Slip	Employees
2	Salary Register	Salary Section
3	Pension Slip	Employees
4	Pension Register	Salary section
5	Profession Tax Challan	Concerned Authority
6	Income Tax Challan	Income Tax Department
7	TDS return	Income Tax Department

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- PURPOSE

Procedure for payment of supplementary payments to employees.

Sr. No.	Particulars
1	Leave Encashment
2	Leave Travel Concession
3	Honorarium
4	Quarterly medical allowance to group C & D employees
5	Memento on retirement
6	Any other payment which is not paid along with salary

2- RESPONSIBILITY

Drawing and Disbursing Office (DDO).

3- ABBREVIATIONS & DEFINATION

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	Acctt.	Accountant
2	BW Voucher	Bank Withdrawal voucher
3	DDO	Drawing and Disbursing Officer/District Manager
4	J.V.	Journal Voucher
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown Keeper

4- INPUT

Sr. No.	Input Description	Source
1	Sanction Order/Advise for Leave Encashment	Head Office
2	Sanction Order/Advise for leave Travel Concession Encashment	
3	Sanction Order/Advise for Honorarium	
4	Sanction Order/Advise for Memento on Retirement	
5	Request form for medical payment to Group C&D employees	

5- PROCESS ACTIVITY

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Preparation of Supplementary Payments	Receipt of Input from Head office	Admin. Branch/Accounts Branch
2	Verification of Supplementary payments	Verify the print out with given input for payment	Asstt./Acctt.

3	Arrangement of Supplementary Payment	Preparation of Vouchers (BW)/Bank Credit Advise.	Account Assistant/Accountant
4	Income Tax Remittance	Arranging payment to income Tax department along with payment of salary. (By 7 th of following month)	Account Assistant/Accountant/District Manager
5	TDS Return	Submit Quarterly TDS return along with payment of salary (As per statutory required dates)	Account Assistant/Accountant/District Manager

6- PROCESS OUTPUT

Sr. No.	Output/Description	User
1	Supplementary Slip/Copy of Bill	Employees
2	Supplementary Payment Register	Salary Section
3	Bank Withdrawal Vouchers	Account Section

7- RECORDS

Sr. No.	Name of Record	Location/Path	Custodian
1	Supplementary Payment detail	Account Section	Account Section
2	Withdrawal Vouchers	Account Section	Account Section
3	Monthly Summary	Account Section	Account Section

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- PURPOSE

Payment of Personal Advances to employees.

2- RESPONSIBILITY

Drawing and Disbursing Officer (DDO).

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviations/Terminology	Expansion/Definition
1	Acctt.	Accountant
2	DM	District Manager
3	BW Voucher	Bank Withdrawal Voucher
4	DDO	Drawing and Disbursing Officer
5	MGR	Manager
6	TA	Technical Assistant
7	JTA	Junior Technical Assistant
8	G.K.	Godown Keeper

4- INPUT

Sr. No.	Input Description	Source
1	Sanction Orders for Advances	Head Office

5- PROCESS ACTIVITIES

Sr. No.	Activity Title	Activities with Preferred Sequence	Responsibility
1	Receipt of Input	Receipt of Input issued by H.O. for payment of personal advances.	Admin. Branch/Account Branch Head Office
2	Payment of employees advances	Payment voucher Credit advice for payment shall be prepared.	Account Assistant/ Accountant/District Manager
3	Recovery of Advance	Ensure monthly recovery of advance as per Input.	Account Assistant/ Accountant

6- PROCESS OUTPUT

Sr. No.	Output Description	User
1	Payment slip for advance	Employees
2	Withdrawal vouchers	Account Section
3	Monthly Schedule	Account Section

7- RECORDS

Sr. No.	Name of Record	Location/path	Custodian
1	Pay Register	Account Section	Accountant Assistant
2	Withdrawal Vouchers	Account Section	Accountant Assistant

1- Purpose

Payment of T.A. advance and passing of TA bills.

2- Responsibility

- At Head Office Financial Advisor with support of Senior Assistant Manager (A/C.)
- At District Office Accountant Assistant/Accountant/District manager.

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviations/Terminology	Expansion/Definition
1	Acctt.	Accountant
2	DM	District Manager
3	BW Voucher	Bank Withdrawal Voucher
4	DDO	Drawing and Disbursing Officer
5	MGR	Manager
6	TA	Technical Assistant
7	JTA	Junior Technical Assistant
8	G.K.	Godown Keeper

4- Process Activities

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Requisition for TA Advance	Receipt of T.A. Advance requisition duly sanctioned as per request.	Accountant Assistant
2	Scrutiny	The requisition shall be verified. To see whether all the requisite information is furnished. In case it is not in order, the same shall be returned after taking approval of DDO/District Manager	Asstt./Acctt./District Manager
3	Payment	In case the requisition is found in order, entries shall be made in the prescribed register and pass order appended. Payment voucher shall be prepared.	Asstt./Acctt./District Manager
Processing of TA Bill			
4	TA Claim	Receipt of TA Bills by Account Section, along with all supporting documents as detailed in the TA rules.	Asstt.
5	Scrutiny	TA bill shall be verified with reference to the TA rules	Asstt./Acctt.
6	Return the claim	In case the TA bill is not found in order. The	Asstt./Acctt./District

		same shall be returned to the concerned official for resubmission after complying with the observation.	Manager
7	Passing the Bill	In case the bill is found in order, entries shall be made in the Register, and the pass order shall be appended duly signed.	Asstt./Acctt./District Manager
8	Payment/Adjustment	1- After signing the pass order by DDO, the same shall be sent back to Assistant for preparation of payment voucher.	Account Assistant/Accountant for payment

5- Process Output

Sr. No.	Output Description	User
1	TA/DA bill register	TA Bill section

6- Records

Sr. No.	Name of Record	Location/Path	Custodian
1	TA Advance A/C	Accounts Branch	Account Assistant
2	Withdrawal Voucher	Account Branch	Account Assistant
3	TA Bill register	Accounts Branch	Account Assistant

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- Purpose

Procedure for settlement of insurance claims for stocks damaged in warehouses.

2- Responsibility

Official concerned in warehouse and District Office.

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviations/Terminology	Expansion/Definition
1	Acctt.	Accountant
2	DM	District Manager
3	BW Voucher	Bank Withdrawal Voucher
4	DDO	Drawing and Disbursing Officer
5	MGR	Manager
6	TA	Technical Assistant
7	JTA	Junior Technical Assistant
8	G.K.	Godown Keeper

4- Process Activity

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Prevention of Further loss	Call fire Brigade in case of Fire.	Staff on duty at warehouse
		Put out the fire by using appropriate type of fire extinguishers/fire buckets etc. and drain out water in case of flood.	Staff on duty at warehouse
		Take steps to prevent further loss of stocks by removal of adjacent stocks not affected by fire/flood and/or by providing adequate security.	Godown Keeper/Warehouse Manager
		Arrange photographs of the incident.	Warehouse Manager
2	Lodging of Insurance Claim	Lodge FIR with local Police station in case of Fire, Theft and obtain a copy of prescribed format of the Police Department.	Staff on duty of Warehouse/Warehouse Manager
		Inform the insurer by Fax/e-mail.	
		Inform District Office and head office for appropriate action.	
3	Survey of Damaged Stocks	Salvaging shall be arranged in consultation with the independent surveyor/depositor after preliminary survey is completed by the	Godown Incharge, TA & Warehouse Manager.

		surveyor.	
4	Salvaging of stocks	Salvaging of stocks shall be carried out in accordance with the prescribed procedure and a report thereof shall be prepared.	Godown Keeper incharge, TA & Warehouse Manager.
5	Disposal of Damaged Stocks	Damaged stocks shall be disposed off as per procedure applicable to fertilizers/food grains/other stocks and details be given to insurer.	Warehouse Manager/Insurance I/C at RO/RM
6	Lodging of Final Claim	<p>A. Final claim for the losses shall be lodged with insurer by submitting following documents to H.O. as applicable:</p> <ol style="list-style-type: none"> i) Copy of letter sent to Insurance Co. regarding intimation of loss. ii) Copy of FIR obtained from police. iii) Statement of Incident from warehouse Manager/Godown Incharge of affected stock. iv) Rough sketch of location/site of incident. v) Statement of loss including valuation at the time of incident and sale proceeds if realized on disposal of damaged stocks, expenses on salvaging etc. with copy of relevant vouchers of payments. Pending realization of salvage, we shall ask the lead insurer for settlement on Provisional basis after deducting the estimated salvage values from the total claim amount. Bill of entry to be sent in respect of bonded stocks. vi) Copy of Insurance Policy, if required by Surveyor (to be attached by RO). vii) Photographs of the incident. viii) Newspaper cutting of incident, if any. ix) Meteorological report from concerned authorities (where applicable). x) Certificate from fire Brigade/ Police. xi) Relevant extracts from stocks/Depositor. xii) Ledger, Warehouse, Receipt/Acknowledgement, Insurance Register etc. xiii) Duly filed and signed claim form. <p>B. The Insurance Incharge at HO shall scrutinize the Documents, review and forward the claim to Insurance company for settlement with a copy of Covering letter marked to CO.</p>	<p>Warehouse Manager</p> <p>Warehouse Manager</p> <p>Insurance I/C</p> <p>Warehouse Manager</p> <p>HQ(Business Branch)</p>
7	Remittance of Claim to HO	Remittance of claim to HO after settlement by Insurance Co.	Insurance Incharge at CO
8	Follow up of settlement of claim	Follow up of settlement of claim with insurance Co. where all the claim documents have been submitted and with H.O. where claim documents are pending for submission.	HQ (Business Branch)

9	Status of Outstanding Insurance Claims	Insurance Incharge shall make monthly status report for review of the Manager (Business) HSWC, Head Office	HO (Business Branch)
10	Review of Outstanding Insurance claims	Review of outstanding Insurance claims and meeting with insurance co.	HO (Business Branch)

5- Process Activity

Sr. No.	Output Description	User
1	Final police report	Police
2	Disposal of Damaged Stocks	District Office/Head Office
3	Settlement of claim	District Office/Head Office

6- Reference

Sr. No.	Input Description	Source
1	Insurance Policy	Insurance Company

7- Records

Sr. No.	Name of Record	Location/Path	Custodian
1	Insurance File	HO (Business Branch)	Dealing Assistant
2	Insurance File	HO (Business Branch)	Dealing Assistant
3	Disposal of damaged stock file	HO (Business Branch)	Dealing Assistant

HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR 2, PANCHKULA

1- Purpose

To systematically plan the operations and financial results through the revised estimates and the budget estimates.

2- Responsibility

At Head Office- Financial Advisor/SAMA with Accounts Staff.

3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/ Terminology	Expansion/Definition
1	HO	Head Office
2	MD	Managing Director
3	SE	Superintending Engineer
4	EE	Executive Engineer
5	DM	District Manager
5	WM	Warehouse Manager
6	RE	Revised Estimates
7	BE	Budget Estimates
8	ICD	Inland Container Depot
9	Ann.	Annexure

4- Input

Sr. No.	Input Description	Source
1	Budget submitted by District Office	District Office

5- Process Activity

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Preparation of Budget Formats and issuing guidelines for District Office	1. To lay down the Budget formats after modification, if necessary.	FA/SAMA, H.O.
		2. Issue of Budget guidelines to District Office with budget formats.	FA/SAMA, H.O.
2	Preparation of RE and BE by the	1. To send the required formats to the District Office.	Head Office

	District Office.	2. Submission of information in the laid down formats by District office to Head Office.	Account Assistant/Accountant/District Manager
3	Guidelines for RE/BE	<p>Following general guidelines are to be kept in mind by District Offices while preparing RE & BE:</p> <p>a. Actual figures for the previous year shall be as per Audited Accounts.</p> <p>b. Actual for six months for the current year shall correspond with the half-yearly accounts as on 30th September. In accounts adjustments shall be made for Provisions, outstanding Liabilities, Accrued Income and Outstanding Expenses etc.</p> <p>c. While preparing BE for next year, expected growth in business, capacity utilization, price increase etc. shall be considered.</p> <p>d. Each and every format shall be thoroughly checked, cross tallied and duly signed by Accounts Assistant and Accountant/District Manager before it is sent to Head Office.</p>	Account Assistant with Accountant/District Manager
4	Finalization of District Office RE/BE	RE/BE figure submitted by the District Office shall be scrutinized at Head Office level. The estimates shall be discussed in a meeting, if necessary, and after discussions, the RE/BE shall be finalized in consultation with all HODs/MD.	Financial Advisor/SAMA/Head Office
5	Preparation of agenda for budget and approval by the board	On the basis of discussion RE/BE shall be finalized and separate agendas are to be prepared for approval by BOD.	Financial Advisor/Head Office
6	Submission to the Government	Budget approved by the Board shall be submitted to the Government for approval.	Financial Advisor/Head Office
7	Circulation of Budget to District Office	Budget approved by the Board shall be circulated to District Office for information and compliance.	Head office

6- Records

Sr. No.	Name of Record	Location/Path	Custodian
1	Budget File	Head Office	Account Section