

No.205-ITPO/M/A/cs/Computerisation/2016-17
India Trade Promotion Organisation
(Finance & Accounts Division)

28th March, 2017

CIRCULAR

Sub:-Go-live of Tally Accounting Software w.e.f. 01.04.2017.

Please refer our earlier circular dated 3.3.2017 on the subject cited above, wherein it has been decided to implement Tally based new Accounting Software for day-to-day working of ITPO Hqrs. and Regional Offices w.e.f. 01.04.2017. The new software will replace the existing FMS Software developed in 2001 and revenue software 2015. The new software will cover the following activities of ITPO:-

- ITPO Managed Domestic Events
- Third Party Events/Fairs
- Foreign Fairs/BSM
- F & B, EMD and cultural activities.
- Subscription & Advertisement (Publications)
- Miscellaneous Income (fee for organising fairs, Tender Fee etc.)
- Salary
- Bills payments

The sections in Finance division are already working on the new software and training programmes have already been conducted for various Executive Divisions. However, the step-wise roles of the various Divisions of ITPO on newly developed software are as under:-

S. No	Step-wise Roles	Action By
1.	<p><u>Creation of Masters for Events</u></p> <p>For creation of event directory in the new software, Executive Divisions will have to forward the following details to Management Account Section for new events:</p> <ul style="list-style-type: none">a) Complete Name of Event/Fairb) Category of Event- Domestic/Foreign/Third Partyc) Dates of the Event/faird) Fair Officer Name <p>The new account heads in the masters will also be created by Management Accounts Section.</p>	All Executive Divisions & Management A/cs Section
2.	<p><u>Opening of Client Accounts</u></p> <p>i) The client accounts shall be based on the unique PAN of the client and City. For opening of new client accounts in the client master, the following mandatory information will be forwarded by Executive Divisions/Regional offices to Finance Division :-</p> <ul style="list-style-type: none">i) Complete Name of the Organisation/ Client/Participant/ii) Complete Address with City & Pin Codeiii) PAN & TANiv) Service Tax/GST numberv) Bank details with IFSC code (for refund purpose)	All Executive Divisions & Management A/cs Section, Bill Checking Section (Works/Non-Works)

	<p>The above information will be required only for participants/organiser/F&B and EMD allottees where invoices are to be issued and for vendors/contractors and service providers to whom payments are to be released.</p> <p>No such information is required for amounts received towards Subscription/Membership Fee/ fee for organising events outside Pragati Maidan, Tender fee etc. as only "Receipt-cum-Invoice" will be generated for these type of receipt and a copy of the same will also be forwarded/issued to the party by the Division/Branch concerned.</p> <p>ii) The Executive Division may Contact following Sections in Finance division for opening of new party accounts for participants/organisers on the days indicated against them:-</p> <ul style="list-style-type: none"> a) Revenue Section (Monday, Wednesday & Friday) b) Management accounts Section (Tuesday & Thursday) c) The new party accounts & Masters for Contractor/Service providers will be opened in Bill checking section by Sh. Kailash Chand, DM (N/F) and Sh. Ravi kandhari, DM (N/F). 	
3.	<p><u>Advance Receipt by ITPO</u></p> <p>i) The existing practice of issuing advance receipts by the all Executive Divisions will be continued in the tally software instead of old software for net payments received from participants/organisers by way of DD/RTGS/NEFT in the computerized proforma. The amount of service tax will be calculated automatically by Software. The amount of Security Deposit received along with the rentals etc. will have to be entered separately in the prescribed column of the proforma so that no service tax is charged on security deposits, which is not taxable.</p> <p>ii) A "Receipt-cum-Invoice" will be generated through software for all the bank receipts from clients for various services/events. A copy of the same duly signed by the Fair Officer/DM/ Mgr will be forwarded to Cash Section and another copy to be issued to the client/participant/organiser by the concerned Executive Division.</p> <p>iii) In the case of Foreign Currency (FC) receipts through bank transfers, a receipt for net amount received in FC will be generated through software and forwarded to Cash section. A copy of this receipt is to be issued to participant by the Executive Division. The tax calculations will be made by the software at the time of conversion of FC in IC by Cash Section while finalising the voucher.</p> <p>iv) For Cash receipt from participants, if any, three copies of "Receipt-cum-Invoice" shall be generated and submitted to Cashier for receiving Cash. Cashier will retain one copy of the "Receipt-cum-Invoice" and return the other two receipts duly signed and stamped indicating the amount of Cash received. One copy of the receipt will be kept by the Executive Division for their records another copy will be issued to the Participant.</p> <p>In the case of receipt of cash in foreign currency a receipt will be</p>	All Divisions and Cash Section

	<p>generated by the Executive Divisions through the software for depositing the FC with Cashier.</p> <p>All types of Cash receipts will be authorised by Cashier only and after that to be issued to the participants.</p> <p>v) In the case of Subscription & Advertisement (Publication), fee for organising outside Pragati Maidan, Tender Fee etc. only "Receipt-cum-Invoice" will be generated at the time of receipt and forwarded to the Cash Section in physical form. A copy of the "Receipt-cum-Invoice" will also be forwarded/issued to the party concerned by the concerned section/ Division/Branch office. For such type of receipts no separate invoice is to be raised at later stage as done in the cases of domestic/foreign/ third party/electricity/water etc.</p>	
4.	<p><u>Receipt against Final invoices/debtors</u></p> <p>Receipt of amounts from participants/organisers for settlement of dues against debtors i.e. for payment received after the final invoicing of the event, the details of the same is to be fed using the option "Regular" under "Receipt" menu by the concerned Executive Division. This is because such receipts are not advance receipts and no service tax is chargeable thereon.</p>	All Divisions
5.	<p><u>Voucher Generation</u></p> <p>i) On receipt of "Receipt-cum-Invoice" along with DD etc. if any, in physical form from Executive Division, Cash Section will verify the details etc. and generate the voucher for taking the transaction in the books of accounts. The voucher number generated by the software will be noted on the voucher by Cash Section.</p> <p>ii) In case of dishonour of cheques/DD, Cash Section will pass the reverse entry and inform to the Executive Division for realising the dues from the party concerned.</p>	Cash & Banking Section
6.	<p><u>Space Rentals/Service Tariffs</u></p> <p>i) All the Executive Divisions/Regional offices will inform the approved space rentals and service tariffs for various events/services to Finance Division.</p> <p>ii) Finance division (Revenue Section) will feed the tariffs in the software after which provisional invoices may be created and issued by Executive Divisions.</p>	All Divisions, Regional offices & Revenue Section
7.	<p><u>TDS Certificate from Participants/Organisers</u></p> <p>i) All the Executive Divisions will obtain TDS Certificate and forward the same to Revenue Section to account for the TDS deducted by the participants/clients at source. A system has also been developed in Excel format to account for multiple deductions of the participants in one-go. Revenue Section may use the same.</p>	All Divisions & Revenue Section
8.	<p><u>Invoicing</u></p> <p>i) On booking of space by the participants or on after completion</p>	All Divisions

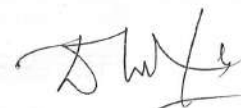
	<p>of the event/fair, the concerned team/fair officer/division will feed the space and service details for each client. This will initiate process of proforma invoices for issuing to the participants/clients and also creating Revenue statement. The proforma invoices can be revised/corrected till the same is submitted to Finance Division. The proforma/temporary invoices will also be automatically appear in Revenue Section software.</p> <p>ii) The details fed under item No.(i) above in respect of domestic/foreign/F&B and EMD activities will be submitted to Finance Division in the form of a system generated revenue statement along with copy of approved rentals, final layout plan, service report etc. The statement shall be duly verified and signed by the Fair Officer/Manager for submission to Finance Division.</p> <p>iii) In the case of third party event, the provisional invoices generated through software will be forwarded to the Finance division along with relevant file containing service report from various Executive Divisions.</p> <p>iv) Revenue Section will finalise the invoices on the basis of information received from Executive Division. Final invoice shall be recorded as revenue voucher for booking of revenue in the books of accounts.</p> <p>iv) Credit Notes may be issued by Revenue Section, in case of any change/rectification required in the final invoice already issued.</p>	<p>& Revenue Section</p>
<p>9.</p>	<p><u>Refund to the participants/organisers</u></p> <p>i) Executive Division will obtain necessary approval from Competent authority for refund of excess amount /security deposit to the participants/organisers/clients and fill up refund proforma in the Software (party wise). The physical printout of the refund proforma will be forwarded to Revenue Section duly signed along with refund approval.</p> <p>ii) The Revenue Section will verify the refund details of participants/organisers to create the payment vouchers and forward the same to Cash & Banking Section for releasing E-Payment to the parties. Separate refund vouchers will be created for each party as the payment is to be made through online payment system.</p>	<p>All Executive Divisions, Revenue Section and Cash Section</p>
<p>10.</p>	<p><u>payments to the vendors/service providers</u></p> <p>i) For releasing the payment to service providers/vendors, Executive Division will forward bills/invoices along with approvals as per present procedure being adopted. The Sections in Finance Division will verify the payments and prepare necessary journal voucher for authorising the payments, after authorisation the system will automatically generate a payment voucher.</p> <p>ii) On receipt of payment vouchers in physical forms, Cash Section will process release of payment through online payment system. The system will generate final payment voucher number which will be put up on the voucher by Cash Section.</p>	<p>All Executive Divisions, Bill Checking Section (Works/Non-Works and Cash Section</p>

11.	<u>Maintaining Partywise Accounts for Trade Receivables & Payables</u> In the new accounting software all the Trade Receivables accounts (Revenue Control. Sundry debtors), Advance to Party and Trade Payables (OSL Accounts) will be maintained party wise. Therefore, while accounting for the receipts and payment, each party account will be debited/credited instead of present system of booking of entries in "Revenue Control, Advance to Party and Outstanding Liabilities" accounts.	All the Sections in Finance Division
12.	<u>Cancellation of Payment/refund voucher</u> To stop payment/cancellation of payment voucher, Cash & Banking section will pass the necessary reverse voucher and inform to the concerned division/section in Finance Division. For any repayment/refund against the payment cancelled, the concerned division/section will initiate payment procedure again.	All the Sections in Finance Division
13.	<u>Deduction of TDS on the bills of contractors/service providers etc.</u> i) While preparing the payment vouchers for works/services provided to ITPO, TDS/VAT will be automatically calculated by the system. The payment sections in Finance Division will ensure that the system calculates the tax deductions automatically to file the necessary tax returns correctly.	All the Sections of Finance Division
14.	<u>Regional Offices</u> i) The software being a client server based software; all the Regional Offices will be given access to the ITPO server as any other users at Head office. Hence, the above procedure for opening of masters, receipts, payments, creation of vouchers etc. will also be followed by the Regional offices. ii) The procedures as detailed under item No.2 to 13 above will also be followed by Regional Offices of ITPO. However, invoices will be finalised at Headquarter only.	All Regional Offices
15.	<u>Accessibility</u> i) The Tally accounting software will be uploaded in the computers allotted to the Executives divisions. For working, all the users will be issued login ID and pass-words to access the required fields of the software and to generate the reports. ii) The password will be issued by Computer Division of ITPO for which they may contact Sh. Abhishek Chauhan, DM (Extn. No.513).	Computer Division
16.	<u>Support services</u> A team from software developer i.e M/s Logictec Solutions Pvt. Ltd. will remain deployed in ITPO, New Delhi (Room No. 230 extn. No. 416) for implementation and any support service required.	All Divisions
17	<u>Allotment of Computers</u> Computer Division has already allotted new computers to all the	All Divisions

	Divisions. However, any additional requirement of Computers & printers may be forwarded to Computer Division directly by Executive Divisions.	
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All the sections of Finance Division, Executive Divisions and Regional offices of ITPO need to start working on the new software w.e.f. 01.04.2017.

This issues with the approval of FA & CAO.



(D. P. Pokhriyal)
Senior Manager (Finance)

To:-

1. OSD (AKS) - Admn., F&B Divn.
2. GM(JD) - TIR&P, Leather & Textile Fairs
3. GM(JGS) - FFD & FS-II Divn
4. GM (DKJ) - EMD & Law Divn.
5. GM (RPD) - Engineering Divn.
6. GM (AKV) - Security Divn.
7. GM (VM) - CPPR, Computer, Design & Display Divn.
8. CS(SRS) - CS, BDD
9. DGM (HM) - FS-II Divn.
10. DGM(AV) - Foreign Fair Division
11. DGM (VKLC) - FS-II Divn.
12. DGM (ACMK) - Computer Divn.
13. DGM (JLG) - Law, Admn. Divn.
14. DGM (BL) - Architect Divn.
15. DGM (PS) - TIR&P Divn.
16. DGM (TB) - Design & Display Divn.
17. DGM (GS) - Finance Divn.
18. DGM (RKT) - Finance Divn.
19. Computer Division
20. All Regional Offices of ITPO
21. Notice Board
22. All Sections Of Finance Division
23. Foreign Fairs Coordination Unit
24. Fair Officers

Copy for information to:-

1. PA to CMD
2. PA to ED
3. FA & CAO