

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI**

F.No. 15-1/2011-IU

Dated 8th April, 2011

To

The Directors of all ICAR Institutes/NRCs/PDs/
Secretary, ASRB/Director(F), NAIP

Subject: MIS on Financial Matters – regarding

Sir,

The schedule of submission of Annual Accounts of your Unit has been intimated to you vide this office letter No. 1-1/2011-A/c-II dated 18.3.2011 and also posted on the website of ICAR. There are some other financial issues which are closely associated with the correctness of annual accounts and details of which are sought by the Auditors during the course of audit of consolidated Annual Accounts of ICAR. These issues are :-

1. Asset Register should be complete upto 31.3.2011 and duly reconciled with Schedule 5 of Annual Accounts for the year 2010-11.
2. Physical Verification of Asset and Stores should be completed for the year 2010-11.
3. Statement of Outstanding Advances as on 31.3.2011 should tally with the Schedule 7 of the Annual Account 2010-11.
4. Details of outstanding Local Audit Paras of Inspection Reports of your Institute and action taken thereon.

It is pertinent to mention that these issues have been raised time and again by the auditors in each financial year in their audit report and subsequently discussed in AGM/GB every year which causes an unpleasant situation for the Council.

Hence, it may kindly be ensured that along with the Annual Account 2010-11, the Comptroller/CFAO/SFAO/FAO/AFAO/FAO(I/c) of your Institute, will also bring the information on the above four issues in the formats annexed herewith and submit the same to DD(F)-II. They may also be directed not to leave the ICAR Hqrs. without discussing these issues with DD(F)/F&AOs of Inspection Unit.

You are, therefore, requested to personally monitor these areas and furnish updated status to the Council.

Yours faithfully,


(Devendra Kumar)
Director(Finance)

Encl: as above

Name of the Institute : _____

I. Asset Register

(Amount in Rs.)

Total value of Assets as per Asset Register as on 31.3.2011	Total 'Gross Block' shown in Schedule 5 of Annual Account 2010-11	Reason for discrepancy, if any

It is also certified that the Gross Block of each Asset Category tally with the figures of Asset Register.

II. Physical Verification of Stores and Assets has been conducted and Report submitted upto the year 2010-11. The Action on the discrepancies found during Physical Verification to be completed by 30th June, 2011 and the updated status to be furnished by 15th July, 2011 to the Council.

III. Outstanding Advances

The statement of outstanding advances as on 31.3.2011 has been furnished to Inspection Unit of ICAR vide letter No. _____ dated _____. Advances shown in these Statements tally with the figures shown in the Schedule 7 of the Annual Account for 2010-11.

IV. Outstanding Paras

Para-wise details of Outstanding Local Audit Paras of Inspection Reports outstanding against the Institute and action taken by the Institute to settle these paras is given below:-

Sl.No.	Year of Report	Para No. , Title and Gist	Date of last reply to PDA(SD) by the Institute	Last comments of the audit	vetting of the	Further action taken by the Institute

Finance & Accounts Officer

Administrative Officer

Director