



**Indian Council of Agricultural Research  
Krishi Bhawan: New Delhi**

F. No.6(122)/2019-Budget

Dated: 21.02.2020

To

**Directors of All ICAR institutes and  
Finance Officers of all Institutes.**

**Subject: Reporting of additional demands/savings in respect of Salary and Pension head as per  
Final RE-2019-20**

Sir,

It is observed that various requests are being received at the Council reporting therein the surplus funds/additional requirements of funds after communication of the RE for 2019-20. Such requisitions of additional requirements/savings submitted by institutes at this stage indicate the immediate need for proper financial management at the institute level as funds have already been allocated and remittances also made keeping in view the availability of funds as per allocation made by the MoF to the Council. Proper monitoring of expenditure will result into avoidance of unspent balance at the end of financial year.

It may please be noted that review of fund utilisation for financial years for 2018-19 and 2019-20 and demand for grants for 2020-21 in respect of DARE/ICAR was done by the Parliamentary Standing Committee on Agriculture (PSCA) in the meeting held on 18-02-2020. During the said meeting, the PSCA took a very critical view on the fund utilisation and surrender of huge savings by ICAR to the tune of Rs. 300 crores to Rs.400 crores during last two years.

It is informed that progress of expenditure may be monitored on day to day basis during the remaining period of the current financial year to ensure full utilisation of the allocated funds for 2019-20. Surrender of funds or any unspent balance at the end of the financial year will be viewed very seriously. The Head of Administration as well as the Finance wing of each ICAR unit must ensure that fund allocated under various heads are fully utilised by the end of FY 2019-20. All Divisions and Sections at your institute may be geared up for timely processing of bills and booking of expenditure as it is also noted that in many institutes large number of bills remain unpaid till 31<sup>st</sup> March and unspent balance also remains available and refunded subsequently. This is an unacceptable situation and needs to be curbed with instantly. Payment of any bill of the current financial year in the next financial year under any head where fund is reported unutilised also under that head will be a grave scenario. Therefore, utmost care is needed in utilisation of funds.

Yours faithfully,

(G.P. Sharma)  
Director (Finance)

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1. All DDGs
- 2.PPS to DG, ICAR
- 3.PPS to SS&FA, DARE/ICAR
- 4.PPS to AS(D)&Secretary, ICAR