

MOST IMMEDIATE

Indian Council of Agricultural Research
Krishi Bhawan, New Delhi-110001

F.No. Fin/11(1)/2013-14-Audit-III

Dated: 27th February, 2014

To

The Finance & Accounts Officers,
All Institutes/Directorates/Units etc.

Sub: Submission of GPF/CPF Annual Accounts for the year 2013-2014-regarding.

Sir,

The Consolidated Annual Account of ICAR in respect of GPF/CPF for the year 2013-2014 is required to be submitted latest by 30.04.2014. Prior to its submission to the CAG, it needs to be placed before the Governing Body of the Council also for approval. This would be possible only if the GPF/CPF Annual Account 2013-2014 of all the units of ICAR are received in the Council latest by 20.04.2014. You are, therefore requested to ensure the submission of annual statement of GPF/CPF for the year 2013-14 of your unit, to the Council latest by 20.4.2014. As already conveyed earlier, the following points may kindly be taken care of while sending the statements.

- (i) Please ensure that the statements of your unit are submitted in the prescribed format as per Annexure 'A'.
- (ii) The opening balance as in column -1 of Annexure-'A' must be the closing balance figures of 2012-13 as communicated to you vide Council's letter No 2(n)/2012-13 Audit-III dated 13.02.2014.
- (iii) The other annexure to be enclosed alongwith the annual account statements are as under:
 - 1) Statement of month wise Receipt & Payment during the year.
 - 2) Details of net credit remittances sent to and net debit claims received from Council.
 - 3) Details of transfer of GPF/CPF amounts made to and from the Institutes.
- (iv) It may be ensured that figures of the provision of March 2013 as given by you in the Annual account of 2012-13 are shown as received in the month of March 2013 in the receipt and payment (month wise). Statement and this may be shown separately and not clubbed with April 2013 figures.
- (v) The figures for outstanding advances also must be specified correctly and this must tally with the broad sheet.
- (vi) The figures for March-2014 provision with its break-up into subscriptions & refunds must be indicated correctly. It may also be ensured these figures should match with figures shown in the Schedule of GPF from the payroll of March 2014.
- (vii) The actual figure of advances and part final withdrawals may be shown in the prescribed format of "Annexure-A". In case, of any change in any month of the year 2013-14, the revised statement may be provided and sent to the Council with the Annual Accounts 2013-14 of your Institute.
- (viii) It may be ensured that no Receivables or Payables on account of GPF/CPF head is reflected in the main Annual Accounts for the year 2013-14 of your Institute.

You are, therefore, requested to send the Annual Accounts complete in all respects, for the year 2013-14 with all the specified annexure to the Council before the due date as referred above positively. Kindly ensure that no delay in this regard takes place.

Yours faithfully


(Sunita Arya)

Sr. Finance & Account Officer
Ph. 23381020

Name of Institute/NRC/PD:

Annual Statement of Balances on the Account of General provident fund Transaction for the financial year 2013-14.

Opening balance as on 1.04.13	Total No. of subscribers (group wise)	Amount credited in the account of the Institute from the salary of the subscribers to GPF:		Total(3+4)	Amount transferred by other Institutes (without involving cash)	Amount transferred received (involving Cash)	Interest	Total credits 1+5+6+7+8	Advance	Part Final/ Final withdrawal	Total (10+11)	Amount transferred to others (without involving cash)	Transferred (involving cash)	Total payment 12+13+14	Closing balance (9-15)
		Sub.	Refund												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Closing balance in words:

Outstanding advance as on 31.03.2014

Provision for March Paid in April 2014 i) Sub =
 ii) Ref =
Total =

Certified:

1. The total of credit balance in respect of each individual subscriber has been added up to 31 March 2014.
2. Balance and outstanding advance has been verified from broad sheet.
3. That the figures given in the statement above have been tallied with the main annual account and Balance Sheet of the Institute.
4. Squared up under proper attestation.
5. All the books transfers have been taken into account as per details depicted in the Annexure.
6. **Provision for March paid in April 2014 are the figures taken from the Schedule of GPF March 2014 payroll.**

Note:

Outstanding advances in calculated in the following manner :

Opening balance of outstanding advance= A
 Addition during the year = B
 Less: conversion of advance to part & final withdrawal = C
 Less: Refund of Advances = D

Closing Balance of outstanding Advance= A+B-C-D

Chief/Sr. Finance & Account Officer

Indian Council of Agricultural Research
Krishi Bhavan, New Delhi-110001

F.No.Fin/11(1)/2013-14-Audit-III

dated 3rd April, 2014

To

The Finance & Accounts Officer,
All Institutes/Directorates/Units etc.

Subject: Submission of GPF/CPF Annual Accounts for the year 2013-14 – regarding

Sir,

Kind attention is drawn towards Council's letter of even number dated 27-2-2014 vide which instructions for preparation of GPF/CPF Annual Accounts for the year 2013-14 were issued. In this connection, it is informed that closing balance of GPF outstanding advances as on 31st March, 2014 may be worked out in the following manner:

Opening Balance of Outstanding GPF Advances	=	A
Add: Addition during the year	=	B
Add: GPF Advances(outstanding) transferred from other ICAR Units	=	C
Less: Conversion of advance to part & final withdrawal	=	D
Less: Refund of advances	=	E
Less: GPF Advances(outstanding) transferred to other ICAR Units	=	F
Closing Balance of outstanding GPF advances	=	(A+B+C-D-E-F)

It is further clarified that para (v) of Council's letter dated 27-2-2014 may be read as 'The figures for outstanding GPF advances also must be specified correctly and this must tally with the GPF ledgers'.

You are, therefore, requested to forward the GPF Annual Accounts for the year 2013-14 latest by 20-4-2014.

Yours faithfully,



(Sunita Arya)

Sr. Finance & Accounts Officer