

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

F.No. 11(3)/2014-Audit-III

dated 17th November, 2014

To

**The Directors/Project Directors of All Research Institutes/
Directorates/ Bureaus/NRCs/ZPDs/NFBSFARA/DKMA/ ASRB**

Subject: Guidelines for timely submission of GPF monthly statement/remittance

Sir,

Based on GPF monthly statement of concerned units, GPF surplus fund (net credits) by ICAR units are remitted to ICAR Hq on monthly basis through electronic fund transfer in Council's Current Bank Account No.11084230901.

However, it has been observed that GPF monthly statements are not received on time at Council. The net credits related to GPF surplus funds are also not received timely in Council's bank account on monthly basis. It has also been observed that the GPF surplus funds were remitted to Council's bank account by the units but intimation of electronic fund transfer/RTGS not received at Council.

Due to non-receipt of GPF monthly statements / intimation of remittance of GPF surplus funds, the reconciliation work of bank accounts in the Council gets affected. It also becomes difficult to invest the GPF surplus fund at Council level due to non-reconciliation of bank accounts which may attract the adverse comments from external auditors due to possible loss of interest on investments.

In view of the above, all ICAR units are hereby instructed to follow the guidelines in this regard strictly:

- a) GPF monthly statements every month may be forwarded to the Council by **7th** day of following month.
- b) GPF surplus fund (net credits) by all ICAR units may be remitted to Council by **5th** day of following month
- c) While issuing debit authority /instructions for GPF electronic fund transfer / remittance to your banker, the appropriate narration eg. "**NBPGR GPF November 2014**" (month and unit as applicable) may invariably be mentioned in the forwarding letter so that it would appear in Council's bank statement to enable us to identify the ICAR Institute and GPF transactions for the month.

Non-adherence to above guidelines may amount to deficiency in accomplishment of assigned duties of the concerned official. Hence, due care may please be taken to improve the efficiency and effectiveness of the system and monitoring mechanism.

Yours faithfully,



(G.P.Sharma)

Dy. Director(Finance)