

**Indian Council of Agricultural Research
New Delhi-110001**

**No. 1-1/2012-Accounts.II
2012**

Dated 12th March,

To

**The Directors/Project Directors of
All Research Institutes/Directorates/
Bureaus/NRCs/ZPDs/NAIP/NFBSFARA/DKMA/
Secretary,ASRB/F&A.O.(Education)/**

Subject: Preparation of Annual Accounts for the year 2011-12

Sir,

While issuing Audit Utilization Certificate for the year 2010-11, the Principal Director of Audit, Scientific Department, C&AG, New Delhi has raised certain observations in Separate Audit Report on the Accounts of ICAR. In order to have mor

e proper and correct Financial Statements of the ICAR Institutes as per norms, sincere efforts for implementation are required at Unit level. With a view to ensure the correctness of Financial Statements of the units, the following instructions may be adhere to strictly while preparing Annual Account for the year 2011-12.

- The expenditure of Loans and Advances may not be reflected in Schedule 9 and 9A as budget under Non-Plan allocated out of Internal Resources
- An additional Schedule as 9B is added for reflecting transactions related to Internal Resources generated by the units
- An additional column in Schedule 16, 17, 18, and 20 has been inserted for reflecting expenditure out of Govt. Grant and Internal Resources separately
- The Capital Expenditure indicated in Schedule 1, Schedule 9, Schedule 9A, Receipt & Payment Account(New Format & Annexure) and Receipt & Payment Account(Old format) should be the same
- The expenditure of Loans and Advances indicated in Schedule 9B and Receipt & Payment Account(New Format & Annexure) and Receipt & Payment Account(Old format) should be same
- The payment made during the year for Major works may be indicated in Schedule 5 under 'Work in Progress' instead of Schedule 7-Current Assets. The expenditure should tally with 'Work in Progress' indicated in Receipt & Payment Account(New Format & Annexure)
- Details of 'Claim Receivable' in Schedule 7-Current Assets may be indicated in under head - GPF, Plan, Non-Plan, AP Cess, R-deposit, U-Remittance-I, other(pls specify).
- The nature of 'Other Research Expenditure' and 'Other Miscellaneous Expenses' indicated in Schedule 17 and Schedule 18 respectively needs to be disclosed appropriately in Notes to Accounts
- A statement indicating grant released to ICAR Institutes and SAUs(unitwise) for Plan Research Schemes may be appended with Annual Accounts
- The expenditure incurred for ICAR Plan Schemes may be reflected in Annexure -D(R & P old format) indicating name of the Schemes. The Project Implementation Unit of concerned Plan Schemes will collect the actual expenditure from implementing centres of its scheme and submit the consolidated

Name of the Plan Schemes/AICRP/Network Project etc	Opening Balance as on 1-4-2011	Funds received from ICAR HQ during 2011-12	Consolidated expenditure during 2011-12 as reported by implementing centres	Closing balance as on 31-3-2012
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- The year wise statement of Pending/Outstanding Utilization Certificates for grants released to SAUs/Other Organizations in the current year as well as in earlier years may be prepared and appended with the Annual Accounts
- 'Income on Investment from Earmarked Fund' as indicated in Receipt and Payment Account(New Format) should tally with 'Income from investments made of the funds' in Schedule 3
- The funds received for sponsored externally funded schemes may be indicated in Schedule 3 (ii)other additions under the column B)Additions during the year. The figure should match with Receipt and Payment Account(New format &Annexure)
- In the Schedule 23, Notes to Accounts full disclosures relating to Capital Contracts remaining to be executed, Contingent Liabilities i.e. claims against the entity not acknowledged as debts, court cases / disputed liabilities which have not been admitted and being contested, Outstanding Letter of Credit opened by the bank on behalf of ICAR and pending, disputed demands of statutory dues etc may be disclosed in Notes to Accounts and appended with Annual Accounts
- Depreciation on fixed assets should be charged strictly as per the depreciation rates circulated alongwith the accounting policy.
- A list of all AP Cess Schemes indicating name of the scheme and source of funds may be appended with Annual Account (Annexure – E) of old format of R & P Account) in the following format

Opening Balance as on 1-4-2011	Receipts from ICAR HQ during 2011-12	Expenditure during 2011-12	Refund to ICAR HQ during 2011-12	Closing balance as on 31-3-2012
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- Bank Reconciliation Statement for the month of March 2012 pertaining to all bank accounts operational in the Institute may be enclosed alongwith the Annual Account 2011-12

Yours faithfully,

**(Devender Kumar)
Director(Finance)**