

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-110001**

No. 1-1/2014-Accounts.II

Dated 2nd April, 2014

To,

The Directors/Project Directors of All Research Institutes/Directorates/ Bureaus/NRCs/ZPDs/
NAIP/NFBSFARA/DKMA/ ASRB/Education Division

Subject: Preparation of Annual Accounts for the year 2013-14- reg.

Sir,

The Council is required to Consolidate and submit the Annual Account for the year 2013-14 to the Director General of Audit (Central Expenditure) on or before 30th June, 2014. The same needs to be placed before the Governing Body of the Council also for approval prior to its submission to the CAG. Since Council must submit the Consolidate Annual Accounts, after obtaining approval from the Governing Body, latest by 30th June, 2014 to CAG, it is required for all ICAR units to submit their respective Annual Accounts strictly in the prescribed format latest by 30th April 2014 positively. Accordingly, the formats of Annual Accounts along with the relevant schedules in the prescribed format and necessary guidelines for preparation of Annual Accounts have been uploaded on the ICAR web site for information, guidance and necessary action. It is requested that the softcopy of the Annual Accounts in prescribed format along with all annexure may also be forwarded through e.mail at accounts.icar@yahoo.com. Any delay in submission of Annual Account by the units beyond 30.04.2014 will hamper the Consolidation work in the Council and therefore needs personal intervention of the Directors and Finance Officers of the Institutes.

2. Certain modifications have been incorporated in the Format of Annual Accounts 2013-14 in compliance with the Audit observations on Consolidated Annual Accounts of the Council for the year 2012-13. All the Heads of Finance wing of ICAR Units are requested to comply with the following instructions while preparing Annual Account 2013-14 of their respective unit.

Sl.No.	Schedule-wise amendments/modifications	Action suggested
Income & Expenditure Account		
1	Schedule 9	Receipts (Net) has been bifurcated for separate depiction of opening balances, grants received during the year and Grants refunded/remitted to Council/ICAR units.
2	Schedule 9A	The Grants refunded and remitted to ICAR units have been shifted right after Grants Received during the year to clearly depict the Grants available for utilization.
3	Annexure to Schedule 9A-1 and Schedule 9A-2	Necessary footnotes have been added regarding cross checking of figures from Schedule 9A & 9B figures.
4	Annexure to Schedule 19	The Annexure has been modified to the extent for depiction of Releases and utilization to/by the grantee institutions under the Grants-in-aid Capital, Salaries and Revenue component, so as to enable council to furnish such information to Ministry of Finance whenever required.
Balance Sheet		
1	Schedule 1	<ol style="list-style-type: none"> 1. Adjustment to/from Capital Fund would be allowed only if the details of such adjustments are provided in Schedule 23-Notes to Accounts. 2. Balancing figures to match the balance sheet is not permissible.

2	Sub-Schedule to Schedule 3	A sub-schedule to Schedule 3 has been introduced for providing details about Sponsored Projects (R-Deposit schemes), Earmarked and Endowment funds separately in each category for furnishing such details to External Auditors.
3	Schedule-4	The head 'Other Current liabilities' in this schedule now has 2 distinct sub-heads for showing liabilities towards Salary and Other expenses.
4	Schedule-5 X (Small Value Assets)	Any figures shown in this Schedule must form a part of relevant sub-schedule of Fixed Assets so that the same is added to the consolidated Fixed Assets schedule.
5	Schedule-7	1. The head 'Advances on Works-in-Progress' has been bifurcated to depict 'Advances on Works' of 'Capital' and 'Revenue' nature, separately. 2. Separate head for depicting Prepaid AMC Expenses has been created to depict such expenses on accrual basis.
6	Annexure to Schedule-7	The Council is required to furnish the details of advances given out of the Government Grants during the current financial year which remains unsettled as on 31.03.2014 to the Ministry of Finance while submitting the Utilization Certificate. Hence, the Status of Advances given out of Govt Grant ALONE during the 2013-14 and pending as on 31.03.2014 may be indicated in this format.

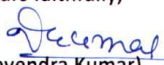
3. It has been observed that uniformity is not maintained across units in depiction of certain transactions in the Annual Accounts. Hence, the definition of various items appearing in certain schedules has been compiled and annexed in **Annexure-I** for ready reference, avoidance of any confusion and maintaining uniformity of the nature of the head of items.

4. In addition to above, the Director General of Audit (Central Expenditure) had also made certain observations on the Annual Accounts for the year 2012-13 of some of the institutes which have already been communicated to the concerned unit. Due care may also be taken to rectify these discrepancies at the time of preparation of Annual Accounts for the year 2013-14.

5. Bank Reconciliation Statement for the month of March, 2014 pertaining to all the bank accounts operational in the unit may be appended alongwith Annual Account 2013-14.

6. **You are, therefore, requested to send the Annual Accounts for the year 2013-14 complete in all respects with all the schedules/ annexure to the Council latest by 30.04.2014, positively.**

Yours faithfully,


(Devendra Kumar)
Director(Finance)

- **List of Enclosures uploaded on ICAR website under 'Financial Circulars->Annual Accounts 2013-14':**
 1. Annexure-I as per Para 3 above
 2. Format of Annual Accounts 2013-14
 3. Format of Receipts & Payments (Old format) 2013-14
 4. Format of Receipts & Payments (New Format) 2013-14
 5. Significant Accounting Policy 2013-14 and Notes to Accounts
 6. List of Plan Schemes 2013-14 - Revised