

वेर संदे सं २४६२ / १४७७७ पुका
मिांक २५/०५/२०१६
दो की सख्या १०

INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)



**MINUTES OF THE INTERACTIVE MEET OF AS&FA, DARE/ICAR
WITH THE FINANCE HEADS OF ICAR INSTITUTES OF
EAST ZONE**

VENUE: ICAR RESEARCH COMPLEX FOR NEH REGION, BARAPANI.

DATE: MAY 13TH 2016.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

F. No. 22/26/2012/CDN (A&A)

Dated the ~~16th~~^{25th} May 2016

MINUTES OF THE REVIEW INTERACTIVE MEET OF THE AS&FA, DARE/ICAR WITH FINANCE OFFICERS OF ICAR INSTITUTES OF EAST ZONE HELD ON 13TH MAY 2016 AT ICAR RESEARCH COMPLEX FOR NEH REGION, BARAPANI, CHAIRED BY DG, ICAR.

The Review Interactive meeting of the Finance Heads of ICAR units of East Zone with the AS&FA, DARE/ICAR was held as per schedule at ICAR Research Complex for North Eastern Hills Regions, Barapani, on 13th May 2016. The Directors of East Zone ICAR Institutes were also invited to this meeting which was chaired by Secretary, DARE & Director General, ICAR. At the outset Director, ICAR Research Complex for North Eastern Hills Regions, Barapani welcomed Secretary, DARE & Director General, ICAR, AS&FA, DARE/ICAR and other officers from ICAR Headquarters. He also welcomed the Director and the Finance Officers of the participating institutes. Thereafter the Agenda items of the Review Meeting were taken up for discussion and this is minuted below:

AGENDA: I: OPENING REMARKS BY THE SECRETARY, DARE & DG, ICAR.

In his opening remarks the Secretary, DARE & DG, ICAR highlighted the importance of North East and Eastern India in the present times which has become the epicenter of agricultural activities and initiatives aimed at bringing synergies with the agricultural progresses and processes nationwide with an objective of helping farmers with new technologies for increased food production. North East has rich bio-reserve and it is important that we take advantage of this biodiversity and take the Indian agriculture ahead.

With regard to the present day's meeting, the DG, ICAR observed that it has been called with a specific objective to improve the financial discipline in ICAR institutions by addressing issues like old audit paras, old advances, amount pending in Bank reconciliation statement, issues in operation of FMS-MIS and to overcome doubts on financial matters and address all old pending issues and resolve them.

DG, ICAR laid emphasis on the need to make the growth and contributions of ICAR institutions across the country more visible and noteworthy. This is the most important responsibility of Directors who, he observed, must strive for excellence. It is merely not important to develop a technology but it is equally important that the technologies developed have the desired efficacy to be adopted locally, nationally and internationally. Only such proven technologies will help us to judge the success or failure of our endeavour and also of the institutions we work in- he concluded.

AGENDA: II: INTRODUCTORY REMARKS BY THE AS&FA, DARE/ICAR

In his introductory remarks the AS&FA, DARE/ICAR observed that the last Interactive meeting of East Zone ICAR institutions was conducted at IIWM, Bhubaneswar on 20th November 2015 and the present meeting has been called to review the progress made since the last meeting. He stressed upon the need for a scientific organization like the ICAR to excel in financial management as well as it strives to excel in agricultural research. He reminded the Directors of institutes that as the Chief Executive Officer of their Institute, it is their primary responsibility to maintain a high degree of financial transparency and discipline in the institute. This cannot be left merely to the Finance Officers of the institute. In the present era of Right to Information, it is essential to maintain financial discipline and transparency- he observed. The AS&FA, DARE/ICAR also emphasized on the importance to follow the rules and guidelines while taking financial decisions which, he observed, should be based on norms of financial propriety as defined in the General Financial Rules and the Vigilance Manual. He expressed his satisfaction that as on date there have been no PAC para against ICAR and we must maintain this trend- he concluded. ✓

AGENDA: III: ACTION TAKEN NOTE ON EAST ZONE INTERACTIVE MEETING HELD AT IIWM, BHUBANESHWAR ON 20TH NOVEMBER 2015

The Action Taken on the West Zone Interactive Meeting was noted and adopted. The issue related to audit paras and advances was decided to be reviewed in this present meeting. ✓

AGENDAS: IV: POSITION OF OUTSTANDING AUDIT PARAS

The last Interactive Meeting of the ICAR institutes located in East Zone was held on 20th November 2015. A total of 253 audit paras was reported in the meeting. 39 audit paras (15.41%) were settled in the intervening period as reported by various institutes. During the meeting additional 53 audit paras (NIRJ&AFT Kolkata: 12, CIFA Bhubaneswar: 10, IIWM Bhubaneswar: 8, IINRG Ranchi: 7, ATARI Kolkata: 6, CIARI Port Blair: 5, NRC- Orchids Pakyang: 3, ICAR Research Complex for Eastern Region Patna: 2) was reported settled by the Directors/Finance officers of these institutes. Thus overall achievement in settlement of outstanding audit paras of external audit was 36.36 % (92 {39+53} out of 253). ✓

Efforts made by NIRJ&AFT, Kolkata which settled 12 out of 16 audit paras (75%), NRC-Mithun (12 out of 15, 70.58%) and IINRG, Ranchi (7 out of 11, 63.63%) along with IIAB, Ranchi and NRC-Pig, Guwahati which have no pending audit paras, was appreciated. ✓

It was noted that 8 units namely CRIJ&AF Barrackpore(7), NRC-Litchi Muzzaffarpur (6), CIFRI Barrackpore (3), NBAIM Mau (2), IISS Mau (1), IIVR Varanasi (1), ATARI Zone III Barapani (5) and ATARI Zone VII Jabalpur (1) did not report any progress since the last Interactive meeting. ✓

Finance Officers of CIFRI, Barrackpore, DSR, Indore, ICAR Research Complex for NEH Region, Barapani, NBAIM, Mau, NRC-Yak, ATARI, Barapani informed that reply to audit paras have been submitted and as informed by audit, the same would be settled after verification of records.

DG, ICAR and AS&FA, DARE/ICAR expressed satisfaction at the progress. Thereafter institute wise review of the pending audit paras was carried out. During review a number of issues came up for discussion and the following action points emerged:

- (i) CIARI, Port Blair was directed to furnish the status report with regard to the audit para related to payment of Honorarium.
- (ii) ICAR Research Complex for NEH Region, Barapani was directed to make special efforts to monitor settlement of audit paras and report the progress made to the Council.
- (iii) CIFA, Bhubaneswar was directed to submit the details of the 2 audit para which is sub-judice and a status report of all the 4 pending audit paras for examination at Council.
- (iv) ICAR Research Complex for Eastern Region, Patna was directed to move the proposal for write-off of losses through their SMD, in order to settle the related audit para.
- (v) Directorate of Weed Science, Jabalpur informed that one of the audit para pertains to dues recoverable from Dr. Varshney, ex-Director. It was clarified that pension should not be stopped without imposing penalty after starting departmental proceedings. Any due, as pointed out by the audit, may be recovered from dearness relief as per rules.
- (vi) It emerged during discussion that often audit para could not be settled in absence of proper understanding of the issue raised by the auditors. Hence it was felt that it is important that institute submit appropriate reply and in case of any doubt may seek the assistance of Council in drafting appropriate reply to audit para in order to settle these.

AGENDA: V: POSITION OF OUTSTANDING ADVANCES AND ISSUES IN THEIR SETTLEMENT

The position of outstanding advances for the quarter ending September 2015 was discussed in the last East Zone Interactive Meeting held on 20th November 2015 at IIWM, Bhubaneswar. The position of settlement of advances reported by various units in their Quarterly Statement of Advances for the quarter ending December 2015 and progress made vis-à-vis the position reported in September 2015 was compiled for review during the present Review Interactive Meeting. It was observed that as against consolidated advances totaling Rs. 8,633.63 lakhs reported by 23 ICAR units of East Zone, as per the Quarterly Statement of Advances for the quarter ending September

2015, Rs. 2,123.83 lakhs of advances was settled in the intervening period. The progress was thus 24.60%.

A review of the position of advances at various institutes revealed that no old outstanding advances were pending at 10 of the 23 East Zone units namely NBAIM Mau, CIFA Bhubaneswar, NRC-Orchids Pakyang, NRC-Mithun Medziphema, NRC-Pig Guwahati, NRC-Yak Dirang, Directorate of Weed Sciences Jabalpur, ATARI Zone III Barapani, ATARI Zone II Kolkata and ATARI Zone VII Jabalpur. This was appreciated.

After institute-wise review of advances the following action points emerged:

- (i) Director, CIFRI, Barrackpore, Director, CRIJ&AF, Barrackpore, Director, IISS, Mau, were advised to take up the matter with CPWD for settlement of old advances.
- (ii) Director, NRC-Litchi, Muzzaffarpur was directed to submit a status report of the works completed, work in progress and those not yet taken up with regard to all the advances of Rs. 1466.41 lakhs related to various civil works for which payment has been made to CPWD and which remains unadjusted since 2004-2005. He was also directed to pursue the matter with CPWD and report the progress to Council through SMD.
- (iii) Director, CIARI, Port Blair was directed to submit the latest position of CPWD adjustments vis-à-vis the old outstanding amount of Rs. 408.61 lakhs pending since 2009-2010.
- (iv) With regard to Rs. 18.47 crores lying unadjusted with various Regional Stations of ICAR Research Complex for NEH Region, the institute was informed that these advances, which primarily are in the nature of releases to centers, cannot be utilized after the lapse of the financial year. Accordingly all the Joint Directors may be directed to surrender all such unutilized grants and the institute may accordingly surrender them to Council. Action taken may be reported to Council.
- (v) It was decided that Director of the institute may pursue the matter with CPWD and monitor their settlement personally so that no amount remains unadjusted for want of Statement of Expenditure (SoE) from CPWD or for want of handing over-taking over of completed works.
- (vi) It was decided that all the institutes may be instructed by means of a circular to settle all T/A & TTA and LTC advances, which have exceeded the prescribed time limit of adjustment. A compliance report may be submitted by each ICAR unit.

- (vii) It was decided that each institute must forward the latest position of advances in order to ascertain the actual position vis-à-vis the progress intimated by them during the Review Interactive Meeting.

AGENDA: VI: BANK RECONCILIATION RELATED ISSUES

The position of Bank Reconciliation Statement for the month ending March 2016 was reviewed in the present Review Interactive Meeting. During review it came up that there were no amount pending for over three months for reconciliation in the Bank Reconciliation Statement in respect of 16 of the 23 units namely CRIJ&AF Barrackpore, NBAIM Mau, IIAB Ranchi, CIFA Bhubaneswar, CIARI Port Blair, NRC-Litchi Muzzaffarpur, NRC-Orchids Pakyang, NRC-Mithun Medziphema, NRC-Pig Guwahati, NRC-Yak Dirang, IINRG Ranchi, NIRJ&AFT Kolkata IWM Bhubaneswar, Directorate of Seeds Research Jabalpur, ATARI Zone: III, Barapani, ATARI-Zone- VII, Jabalpur.

In the last Interactive Meeting, institutes which reported no amount pending in the Bank Reconciliation Statement was 11 in number (47.80%). This improved and increased to 16 numbers which sums up to 64% achievement. The effort made by Finance Officers of these institutes was appreciated by DG, ICAR and the AS&FA, DARE/ICAR.

During review following action points emerged:

- (i) A number of institutes informed that Bank often credits funds online and in absence of details from Bank it becomes increasingly difficult for them to identify the source from which funds have been received in order to take credit in the Institute's Main Cash Book. Often Bank fails to provide any information in this regard. It was decided to write to the CMD of the entire nationalized Bank to provide information for direct credits made by its branches.
- (ii) In view of pending amount in the Bank Reconciliation Statement of ICAR Research Complex for NEH Region, it was decided to depute auditors specifically for the purpose.

AGENDA: VII: ISSUES IN IMPLEMENTATION OF FMS-MIS

It came up during discussion on the status of implementation of FMS-MIS- the ERP package that a number of institution has been unable to implement all the modules of the FMS-MIS in a comprehensive manner. As per decision already taken in the West Zone Review Interactive Meeting recently, a comprehensive training with all the modules of ERP in FMS-MIS will be carried out for successful implementation of the ERP package.

During review following action points emerged:

- (i) The issue of poor connectivity was raised by a number of institutes like NRC-Pig, NRC-Yak, NRC-Litchi, IIAB, Ranchi. This has proved a major hindrance in implementation of ERP based FMS-MIS. Though ICAR makes payment to ernet for net connectivity, the performance of ernet is poor. It was decided that Directors of institutes facing problems of net connectivity may write to Council and also suggest possible alternate solution for examination of the case at Council.

AGENDA: VIII: BUDGET, RELEASE OF FUNDS AND UTILIZATION OF FUNDS:

The utilization of funds under Non-Plan during the year 2015-2016 in respect to the participating units was found satisfactory.

As regards utilization of Plan funds during 2015-2016, some of the units reported savings under Plan vis-à-vis the Revised Estimate communicated to them. The units that reported savings were CRIJ&AF, Barrackpore (Rs. 13.00 lakhs), NBAIM, Mau (Rs. 0.32 lakhs), CIARI, Port Blair (Rs. 52.00 lakhs), ICAR RC for NEH Region, Barapni (Rs. 390.00 lakhs), IIWM, Bhubaneswar (Rs. 50.00 lakhs), NIRJ&AFT, Kolkata (Rs. 46.00 lakhs) thus amounting roughly to Rs. 5.52 crores.

After discussion following action points emerged to maximizing the utilization of Plan funds:

- (i) Since B.E. (Plan) has been intimated and 1/6th funds have also been released institutes were advised to start planning for utilization of funds straightaway so as to utilize at least 50% of B.E. by September 2016 and 2/3rd by December 2016 in order to avoid any cut at the R.E. stage.
- (ii) It was felt that the allocation of TSP funds, which are primarily meant for tribal, must be made to institutions which are located in tribal areas so that they are in a position to utilize the same. ADG (PIM) may initiate necessary action in this regard so that TSP funds may not remain unutilized for want of earmarked beneficiaries for such funds.

AGENDA: IX: ISSUES RELATED TO PENSION AND RETIREMENT BENEFITS INCLUDING NEW PENSION SCHEME

No issue related to pension and other retirement benefits were raised by any unit.

AGENDA: X: INTERNAL FINANCE RELATED ISSUES: DIFFERENCE OF OPINION BETWEEN DIRECTOR OF INSTITUTE AND THE FINANCE HEAD

The information on Difference of opinion for the half-yearly period ending December 2015 was reviewed. Institutes which did not submit the Half Yearly Statement were directed to submit the same at an earliest.

AGENDA: XI: ANY OTHER ISSUE WITH THE PERMISSION OF THE CHAIR

The following issues were raised by Director/Finance officers of institutes:

- (i) In response to a query from director, NRC-Mithun, it was informed that the scheme of Young Professionals is under examination by a Committee headed by DDG (Horticulture) and necessary amendments will soon be communicated.
- (ii) A. F. &A.O., NIRJ&AFT, Kolkata informed about the decision of the Calcutta Electric Supply Corporation (CESC) - the official electricity provider to switch over from 6kVA to 11 KVA for which they are demanding an additional 1 crore failing which penalty shall be levied. The institute was directed to forward the complete proposal to Council in order to examine the case and release the additional funds as requested by Institute.
- (iii) A.F&A.O., NIRJ&AFT, Kolkata raised the issue of multiple advances sanctioned by Director of the Institute to the same officer and the discretion of the Director in this regard. ~~It was clarified that any stage not more than two advances should remain unadjusted with an officer and any request for a fresh advance, in addition to two advances, may be entertained only if the previous advance has been settled.~~
- (iv) Director and Finance Officers were directed to forward their proposals for replacement of vehicles only if these are in accordance with the instructions/guidelines available on the website.
- (v) ICAR Research Complex for NEH Region raised the issue of mandatory holding of trade license with the Government of Meghalaya for carrying out trade in the State of Meghalaya. As a result manufacturers/suppliers of sophisticated equipment are getting excluded from tendering process and competition. Director was directed to forward the case with complete details to Council so that the same may be taken up at the higher level.
- (vi) Finance Officers of CIARI, Port Blair, IIAB, Ranchi informed that they have skeletal or no staff at all to look after the various assignments of Audit & Accounts. Since staff at lower level are under the administrative control of Director of the institute, who deploy them in various sections as per the necessity, they were advised to sort out the matter with the Director of their institute.

- (vii) It was directed that all institutes may adhere to the time schedule for submission of Annual Accounts of Institute and also of the GPF Annual Accounts strictly so that these are consolidated well in time at Council level.
- (viii) Institutes were also directed that after culmination of 12th Plan on 31st March 2017 they must prioritize their requirement of funds as the concept of Plan and Non-Plan will cease to exist and funds will be provided in a consolidated manner based on a realistic assessment of requirement. Institutions will be required to prioritize their requirement and based on this priority they may utilize funds for salary followed by pension and other committed liabilities related to operational and maintenance expenses and finally capital expenses. Hence it is essential that all capital liabilities are honoured and completed within the 12th Plan period and spill-over are minimized as far as possible.
- (ix) Directors who could not make it to the present Review Interactive Meeting were directed to inform the office of Secretary, DARE & DG, ICAR of their pressing commitments that kept them away from this important meeting chaired by the DG, ICAR.

In his concluding remarks, the AS&FA, DARE/ICAR assured the Director and Finance Officers to feel free to seek his advice through mail or through letter on any issue of financial importance for which instructions/guidelines are not available. He assured them that he will be happy to respond to their query. However, any requests/proposals for relaxation contrary to the guidelines will not be entertained.

Concluding the meeting DG, ICAR expressed his satisfaction at the objective of the Interactive Meeting which he considered a praiseworthy initiative by the AS&FA, DARE/ICAR and hoped that this will continue as this has helped in improving financial discipline in ICAR. Such Interactive Meeting helps to understand the entire gamut of an issue and enables us to resolve it more comprehensively. He appreciated the efforts made by Finance Officers in matters related to settlement of audit paras and advances. He also appreciated the queries raised by various Finance Officers which, he said, were pertinent and very relevant. DG, ICAR observed that Finance Officers have a very important role to play and their able support is essential not only for enforcing and maintaining financial discipline and transparency in official dealings, but in also chalking out blue-print for complete utilization of funds. The three authorities namely the Director, the Administrative Head and the Finance Head must maintain a process of continuous discussion and dialogue so that the institutions moves ahead and achieves its goals. He urged the Directors that they must meet all his staff at least once every year and inform them of the activities of the institutions and the direction the institutions is moving in attaining its mandate. He stressed upon the need to work with clarity, visibility and transparency so that the goals of an institutions are achieved -the Director General concluded.

The meeting ended with a vote of thanks to the Chair.

— 2nd Floor
25/05/2016
(R. Sahay)
Sr. F. &A.O.

Distribution:

1. Assistant/Senior/Finance & Accounts Officer of participating Units.
2. Director, ICAR Institutes of participating ICAR Units.
3. Deputy Director (Finance) I/II/III, ICAR Hqrs.
4. Sr. F. &A.O. I/II/III, ICAR Hqrs.
5. F&A.O. I/II/III/IV/V/VI, ICAR Hqrs.
6. HOD/PI-FMS-MIS, IASRI, New Delhi.
7. PPS to Secretary DARE & DG, ICAR.
8. PPS to AS&FA, DARE/ICAR.
9. PPS to DDG of all SMDs.
10. PA to Director (Finance), ICAR.
11. PA to DS (Admn)
12. PA to DS (GAC)
13. Media Unit, Krishi Bhavan, New Delhi.
- ✓ 14. Incharge, ARIC, DKMA KAB-I, Pusa, New Delhi, for placing this on ICAR website.