

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: INDIAN INSTITUTE OF WATER MANAGEMENT,
(IIWM), BHUBANESHWAR.**

DATE: NOVEMBER 20, 2015

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

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

Dated the 23rd November, 2015

**MINUTES OF THE INTERACTIVE MEET OF THE AS&FA, DARE/ICAR WITH
FINANCE OFFICERS OF ICAR INSTITUTES LOCATED IN EAST ZONE HELD ON
20th NOVEMBER 2015, AT IIWM, BHUBANESHWAR.**

The Interactive meeting of the Finance Heads of ICAR Institutes and ATARIs located in East Zone in the Chairmanship of the AS&FA, DARE/ICAR was convened on 20th November 2015, at IIWM, Bhubaneswar.

The officers who attended the Interactive meet is attached as Annexure: I of this minute.

At the outset, Dr. S. K. Ambast, Director, IIWM, Bhubaneswar, welcomed the AS&FA, DARE/ICAR to IIWM, Bhubaneswar. In his remarks Director, IIWM, Bhubaneswar informed about the mandate and objectives of the institute and explained in brief the present research activities of the institute.

The Officers attending the Interactive meet from various ICAR Institutes from East Zone were requested to introduce themselves and also to give a brief outline of the mandate of the institute they represented. After the introduction of participants was over the listed agendas were discussed as under:

1. OPENING REMARKS BY AS&FA, DARE/ICAR

AS&FA, DARE/ICAR in his brief opening remarks emphasized on the role and responsibility of the Finance Officers in an organization who, he said, must help the organization to meet its objectives and ensure growth of agricultural research in the country in a transparent manner. He observed that scientific research and activities must grow and the Finance Officers, who are required to concur to financial proposals, can contribute to it by ensuring that research activities are carried with due regard to rules and regulations so that there is no adverse observations of audit at a later date. In case rules becomes constraint in carrying out the objectives and mandate of the Institute, the Finance Officers must bring this to the notice of higher authorities so that, if needed, Rules may be reviewed.

2. POSITION OF OUTSTANDING AUDIT PARAS

AS&FA expressed his satisfaction at the fact that in ICAR there is no PAC audit Paras. The position of outstanding audit paras of the 23 ICAR Units were thereafter discussed. A total of 272 audit paras from up to year 2004-2005 and till the current financial year are outstanding as per the latest audit report received for these Units from the various office of Audit. Out of these 272 outstanding audit paras, 130 paras are of current period (i.e. two years or less) and the rest 142

audit paras are pending for over two years. Director (Finance) observed that in case the institute finds any difficulty in getting audit paras settled despite submitting a proper reply, it may seek the support of the Council. AAO representing IINRG, Ranchi informed that the Institute has already submitted reply in respect to all its outstanding audit paras and the same was also shown to the audit during Ad-hoc Audit at Lucknow, which had assured that these would be settled when the next audit is taken up. He informed that audit has not been convened since the last 5 years resulting in pending audit paras. Similar concern was raised by F&AO, ICAR Research Complex for Eastern Region, Patna. It was decided that the Inspection Unit of ICAR Headquarters will coordinate with the C&AG Office, Lucknow so that audit is conducted for settlement of audit paras.

Each Finance Head of the participating Institutes present in the meeting briefed the AS&FA, DARE/ICAR about the outstanding audit paras pertaining to their institute, their content and issues involved. Finance Heads of a number of institute informed that replies in respect to outstanding audit paras have already been furnished to the office of C&AG but their response is awaited. They informed that they are pursuing the matter with the respective offices of C&AG and further progress shall be reported to the Council.

Institutes with large numbers of outstanding audit paras, especially ICAR for NEH, Barapani (85), NRC (Pig), Guwahati (21), CIFRI, Barrackpore (20), NIRJ&AFT, Kolkata (20), CIFA, Bhubaneshwar (18), NRC (Mithun, Jharnapani (17), NRC (Yak), Dirang (16), IINR&G, Ranchi (11), NRC (Orchids), Sikkim (11), and CIARI, Port Blair (10), drew the attention of the AS&FA, DARE/ICAR, who desired that the Director of Institutes may constitute a Committee of Senior Officers from Administration, Scientist and Finance and the Director himself, which should monitor and get the audit paras settled in phased manner by constant pursuance.

AS&FA, DARE/ICAR expressed his deep displeasure at 85 numbers audit paras remaining outstanding at ICAR Research Complex for North East Hills Region, Barapani for a number of years. Out of these 85 outstanding audit paras 45 are quite old audit paras. F&AO of the institute informed that efforts are on to compile replies to audit paras and get them settled. AS&FA, DARE/ICAR noted that the position of Outstanding Advances of the Institute is also an issue of serious concern which, as on date, stands at a whopping Rs. 2373.26 lakhs, excluding advances to CPWD, which remains "Not Reported" by the Institute. He directed that the Director of the Institute may be called to Council's office in December, along with the Administrative and Finance Head of the Institute, for a review of the situation.

3. POSITION OF OUTSTANDING ADVANCES AND ISSUES IN THEIR SETTLEMENT

The position of outstanding advances for the quarter ending 30th September 2015 received from each participating units was discussed.

AS&FA, DARE/ICAR expressed his displeasure at old advances remaining unadjusted, especially those against Departmental Officers. The position of each institute was reviewed and it was noticed

that CIFRI, Barrackpore, CRIJ&AF, Barrackpore, DSR, Mau, CIARI, Port Blair, IIVR, Varanasi, NRC on Litchi, Muzzaffarpur, CIWA, Bhubaneswar, IINR&G, Ranchi, NIRJ&AFT, Kolkata, ICAR Research Complex for NEH Regions, Barapani, ICAR Research Complex for Eastern Region, Patna, IIVM, Bhubaneswar, DWSR, Jabalpur, have outstanding advances for period ranging from 2002-2003 till date, which needs to be monitored and settled expeditiously.

Sr. F&AO, CIARI, Port Blair informed that multiple advances were lying outstanding against the same officers and settlement is not being forwarded in time. AS&FA, DARE/ICAR directed that the Director of the institute may be called to ICAR Headquarters in December along with Administrative and Finance Head of the institute for a review of the matter. The House was informed that a decision was taken in the South Zone Interactive Meet on the issue of sanctioning multiple advances to the same officers. This needs to be followed by institutes located in other zones as well.

AS&FA, DARE/ICAR expressed his satisfaction at the efforts made by some of the institutes towards settlement of advances. Institutes which drew appreciation are NBAIM Mau, CIFA Bhubaneswar, NRC (Orchids) Sikkim, NRC (Mithun) Nagaland, NRC (Pig) Guwahati, NRC (Yak) Dirang, ATARI-II, Kolkata, ATARTI- III, Barapani and ATARI-VII, Jabalpur.

AS&FA, DARE/ICAR stressed upon the need for expeditious settlement of outstanding advances including advances to CPWD especially where the work has already been completed and the building have been put to use. He stressed upon the need for prompt settlement of outstanding advances in favour of Departmental officers on account of Contingent Advance, T/A, TTA, LTC and Medical which are lying unadjusted for years together which he said must be recovered forthwith along with penal interest. Accordingly, he directed that the Finance Heads must monitor and recommend for stern measures for settlement of advances lying pending with Departmental officers.

4. BANK RECONCILIATION RELATED ISSUES

The position of Bank Reconciliation Statement for the month ending August 2015 was reviewed in respect to each institute.

AS&FA, DARE/ICAR expressed his concern and displeasure at huge amount lying unsettled for more than 3 months in respect to CIFRI, Barrackpore (Rs. 82.62 lakhs), DSR, Mau (Rs. 59.98 lakhs), IIVR, Varanasi (Rs. 23.93 lakhs), ICAR Research Complex for NEH Region, Barapani (Rs. 143.35 lakhs) and CIARI, Port Blair (Rs. 5.60 lakhs). The Finance Heads were directed to personally monitor the Bank Reconciliation and pursue the matter for settlement to avoid any complicity at a later date.

After discussion on the first three Agenda was over, it was decided that each of the participating units of ICAR shall make all possible effort for settlement of audit paras,

outstanding advances particularly old outstanding advances and those against departmental officers and all pending issues of the Bank Reconciliation Statement in the next three months and submit the progress report in third week of February 2016 for further review at Council Hqrs.

5. ISSUES IN IMPLEMENTATION OF FMS-MIS

No issue pertaining to FMS-MIS was raised by any participant.

6. BUDGET, RELEASE OF FUNDS AND UTILIZATION OF FUNDS:

The utilization of funds under Non-Plan was found to be satisfactory. However, the utilization of funds under Plan in respect to a number of ICAR unit were not satisfying.

The Finance Officers of the Institute informed the House of the steps being taken in their institute for utilization of Plan funds and assured that the Plan funds would be utilized fully.

AS&FA, DARE/ICAR expressed his concern on underutilization of Plan funds and stressed upon the need to expedite it so the instructions of the MoF on utilization of Plan funds every quarter, at the end of September 2015, December 2015 and during March 2015 are honoured and there shouldn't be any last minute rush towards utilization of funds in contravention to the instructions of MoF.

7. ISSUES RELATED TO PENSION AND RETIREMENT BENEFITS INCLUDING NEW PENSION SCHEME

Scientist I/C of finance at CIFRI, Barrackpore informed about the long absence of the regular incumbent leading to delay in authorization of pension. He was advised to send a proposal to Council for alternative arrangement for its approval.

8. INTERNAL FINANCE RELATED ISSUES: DIFFERENCE OF OPINION BETWEEN DIRECTOR OF INSTITUTE AND THE FINANCE HEAD

It was informed that of the "Six-Monthly Report on the Difference of Opinion" has been received from 22 of the 23 units except NBAIM, Mau. NBAIM, Mau was advised to forward the same urgently. None of the institute has reported any difference of opinion.

9. ANY OTHER ISSUE:

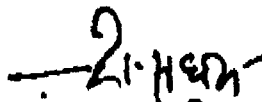
The following matters were discussed:

- (i) Sr. F&A.O., CIARI, Port Blair raised the issue of skeleton staff provided to the Finance Section at his institute causing hardship in disposing off day to day work. He informed that

only 2 staff has been provided to Finance. He was advised to take up the matter with the Director of the Institute for posting of adequate staff in Finance Section.

- (ii) Scientist I/C, CRJJ&AF, Barrackpore requested that officers/staff may be trained in e-procurement. He was informed that he may forward the names of officer/staff of his institute to the Work Study at Council Headquarters for its consideration. Already Work Study Section has been nominating officers/staff for training on e-procurement at NIFM, Faridabad.
- (iii) AF&AO, IIAB, Ranchi sought to know whether young professionals can be hired for Audit & Accounts job as the outsourced staff are not well qualified to take up such work. He was informed that young professionals can be hired for specific works related to research and not for secretarial assistance.
- (iv) It was decided that the representative of the AS&FA, DARE/ICAR in the IMC of the institute will also review the position of audit paras, advances and pending items in bank reconciliation statement etc. when he attends the IMC meeting of the Institute and report to the AS&FA, DARE/ICAR on the matter. The Finance Head of the institute may seek his advice on these matters.
- (v) AS&FA, DARE/ICAR informed that the issue of getting the vacant positions of AF&AO and F&AO at various institutes have already been taken up with DG, ICAR and the same is in process of getting filled.
- (vi) AS&FA also assured the officers present that in case of any doubt they may refer the matter to him for advice.

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


 24/11/2015
 (R. Sahay)
 Sr. F. & A.O.

Distribution:

1. Junior Accounts Officer/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. PPS to AS&FA, DARE/ICAR.
7. PA to Director (Finance), ICAR.
8. Media Unit, Krishi Bhavan, New Delhi.

Annexure: I

Participants of the Interactive Meet of Finance Heads of ICAR Institutes located in South Zone with AS&FA, DARE/ICAR on 20th November 2015 in the Conference Hall of IIWM, Bhubaneswar.

S. No.	Name	Designation
1.	Sri. S. K. Singh,	AS&FA, DARE/ICAR.
2.	Dr. S. K. Ambast	Director, IIWM, Bhubaneswar.
3.	Sri. Devendra Kumar	Director (Finance), ICAR Hqrs
4.	Sri. O. P. Nagar	Deputy Director (Finance), ICAR Hqrs
5.	Sri. S. K. Pathak	Deputy Director (Finance), ICAR Hqrs
6.	Sri. Rajesh Sahay	Senior Finance & Accounts Officer, ICAR Hqrs
7.	Sri. K. K. Sharma	Finance & Accounts Officer, ICAR Hqrs.
8.	Dr. Malay Naskar	Sr. Sc. & I/C, Sr. F. & A.O., CIFRI, Barrackpore.
9.	Dr. Kunal Mandal	Sr. Sc. & I/C, F. & A.O., CRU&AF, Barrackpore.
10.	Dr. Govind Pal	Sr. Sc. & I/C, F. & A.O., DSR, Mau.
11.	Sri. Joseph George	Sr. Finance & Accounts Officer, CIARI, Port Blair.
12.	Sri. N. V. R. N. Murthy	Finance & Accounts Officer, CIFA, Bhubaneswar. Finance & Accounts Officer, IIWM, Bhubaneswar (Addl)
13.	Sri. U. K. Saxena	Finance & Accounts Officer, ICAR for ER, Patna.
14.	Sri. Gauranga Ghosh	Finance & Accounts Officer, ICAR for NEH Regions, Barapani
15.	Sri. Rishi Kant Singh	Assistant Finance & Accounts Officer, IIAB, Ranchi.
16.	Sri. Rajat Kumar Das	Assistant Finance & Accounts Officer, NRC (Orchids), Pakyang, Sikkim.
17.	Sri. Safal Chhetri	Assistant Finance & Accounts Officer, NRC (Mithun), Nagaland.
18.	Sri. P. K. Nayak	Assistant Finance & Accounts Officer, NRC (Pig), Guwahati.
19.	Sri. Gaurav Srivastava	Assistant Finance & Accounts Officer, NRC (Yak), Dirang.
20.	Sri. Janardan Biswal	Assistant Finance & Accounts Officer, CIWA, Bhubaneswar.
21.	Smt. Anasua Majumdar	Assistant Finance & Accounts Officer, NIRJ&AFT, Kolkata.
22.	Sri. M. S. Hedan	Assistant Finance & Accounts Officer, DWSR, Jabalpur.
23.	Sri. B. D. Mallick	Assistant Finance & Accounts Officer, ATARI-II, Kolkata.
24.	Sri. Utpal Ghosh	Junior Accounts Officer, ATARI-VII, Jabalpur.
25.	Sri. Rehan Khan	I/C Assistant Finance & Accounts Officer, NBAM, Mau.
26.	Sri. Johannes Wahlong	ACTO & I/C AF&AO, ATARI-III, Barapani.
27.	Sri. Prahlad Singh	AAO & I/C, F&AO, IINR&G, Ranchi.
28.	Sri. Sawan Kumar	LDC & I/C AF&AO, NRC (Litchi), Muzzaffarpur.