

1/5

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI

F.No./FIN/5/1/2008-CDN (A&amp;A)

Dated the 20<sup>th</sup> Sept, 2013

To



The Directors of all Research Institutes/Laboratories/National Research Centres/Project Coordinators/Zonal Coordinators under ICAR.

Subject: Training and Examination of employees of ICAR in Audit & Accounts matters: Reg.

Sir,

It has been decided to conduct ICAR Audit & Accounts Examination from 26<sup>th</sup> to 28<sup>th</sup> November, 2013. In this regard, the Administrative Section has issued the notification along-with the said scheme of the examination and syllabus, vide F. No. 8(1)/2013- Estt. II dated 1<sup>st</sup> July, 2013 which is available at ICAR website [www.icar.org.in](http://www.icar.org.in).

2. As per the existing scheme of examination, training to the candidates, who are desirous of taking the examination will be imparted by the Officer-in-charge of the Finance & Accounts Wing of the Institute. Where such an officer is a Comptroller/Chief Finance & Accounts Officer, he will distribute the work amongst the officers, in the Finance & Accounts Wing. In respect of ICAR Hqrs. and Delhi based Institutes, the Comptroller, LARI will allocate the work of imparting training, amongst the officers of Finance Division of ICAR Hqrs. and CFAO/Sr.F&AO's/F&AO's of Delhi based Institutes.

3. It is therefore, requested that the Comptroller/CF&AO/SF&AO/F&AO/AF&AO of your Institute may be advised to make necessary arrangements for imparting training to the candidates **immediately** and no excuse in this regard will be entertained.

Yours faithfully,

*Devendra Kumar*  
(Devendra Kumar)  
Director (Fin.)

Copy to:

1. Deputy Secretary (Admn.)
2. Comptroller/CF&AOs/SF&AOs/F&AOs/AF&AOs of all ICAR Institutes/NRCs/PDs/ZCs units for information and necessary action.
3. SO (Estt. II)
4. Shri Hans Raj, Information System Officer, DKMA, KAB-I for placing the above letter with the list of candidates on ICAR Website.
5. Sr.PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS & FA, DARE/ICAR

45

422



भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110 001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110 001

F.No. Admn. 8(1)/2013-Estt.-II

Dated the 1<sup>st</sup> July, 2013

To

The Directors of all Research Institutes/Laboratories/National Research Centres/Project Coordinators/Zonal Coordinators under ICAR

Subject :- Training and Examination of employees of ICAR in Audit & Accounts matters – regarding.

Sir,

It has been decided to conduct Examination in Audit & Accounts matters as per provisions of the Scheme for Training and Examination in Audit & Accounts matters from 26<sup>th</sup> to 28<sup>th</sup> November, 2013. The said Scheme consisting of subjects for the examination and syllabus etc. vide F.No. 5-1/2008-CDN(A&A) dated 18<sup>th</sup> April, 2013 is available at ICAR web-site [www.icar.org.in](http://www.icar.org.in).

2. The contents of the letter may kindly be brought to the notice of all concerned and particulars of such employees who are eligible in terms of the scheme and interested in taking the aforesaid examination may be obtained in the enclosed proforma (Annexure-I) and sent to the Establishment-II Section, ICAR Hqrs., Krishi Bhawan, New Delhi duly verified through their Branch Officer and respective Establishment Sections latest by 31<sup>st</sup> July, 2013. It may please be noted that the applications of the candidates received after the expiry of the above date will not be entertained.

3. The programme of examination, timing of examination, Roll No. and centre of the examination will be intimated to all concerned in due course.

Contd....2/-

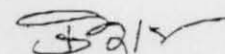
35

- 2 -

4. It may be made clear that no cyclostyled lecture notes will be supplied by the ICAR Hqrs. to any Research Institute/Regional Station/Sub-station. Hence no request in this regard may be sent to the ICAR Hqrs. It may also be made clear to all concerned that calculators/mobile phones will not be allowed in this examination.

5. Please acknowledge the receipt of this letter.

Yours faithfully,

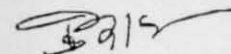


(K.N. Choudhary)

Deputy Secretary (Admn.)

Copy with enclosure forwarded for information & necessary action to :

1. All Sections/Officers of ICAR Hqrs. The persons desirous of appearing in the Audit & Accounts Examination may send their particulars in the enclosed proforma (Annexure-I) to the Deputy Secretary (Admn.), ICAR Hqrs. through their Branch Officers and respective Establishment Sections latest by 31<sup>st</sup> July, 2013.
2. PPS to DG, ICAR
3. SA to Chairman, ASRB
4. PPS to Secretary, ICAR
5. Director (Finance), ICAR
6. Shri Hans Raj, ISO, DKMA, KAB-I for uploading on Council's website.



(K.N. Choudhary)

Deputy Secretary (Admn.)

4/5

92

Annexure-I



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN, NEW DELHI  
Training and Examination of employees of ICAR in  
Audit & Accounts matters - 2013

For official use only	
Roll No.	
Centre Allotted	

**APPLICATION FORM**

(To be filled in by the candidate in his/her own handwriting in capital letters)

1. NAME IN BLOCK LETTERS \_\_\_\_\_
2. CATEGORY TO WHICH BELONGS (SC/ST/GENERAL) \_\_\_\_\_
3. DESIGNATION \_\_\_\_\_
4. FATHER/HUSBAND'S NAME \_\_\_\_\_
5. DATE OF BIRTH (DD-MM-YYYY FORMAT) \_\_\_\_\_
6. NAME OF THE INSTITUTE/HQRS. \_\_\_\_\_
7. DATE OF JOINING ICAR \_\_\_\_\_
8. PRESENT BAND OF PAY \_\_\_\_\_
9. PRESENT BASIC PAY \_\_\_\_\_
10. QUALIFICATION \_\_\_\_\_
11. NUMBER OF CHANCES ALREADY AVAILED \_\_\_\_\_  
IN TERMS OF PARA 4 OF THE AUDIT AND \_\_\_\_\_  
ACCOUNTS TRAINING AND EXAMINATION SCHEME \_\_\_\_\_
12. SUBJECT(S) IN WHICH EXEMPTION GRANTED \_\_\_\_\_  
ON THE BASIS OF EARLIER EXAMINATION(S) \_\_\_\_\_  
(YEAR OF SUCH EXAMINATION(S) \_\_\_\_\_  
AND ROLL NO.(S) TO BE INDICATED INVARIABLY) \_\_\_\_\_
13. OPTION FOR MEDIUM FOR PRECIS & DRAFT AND \_\_\_\_\_  
GRAMMER PAPER (WHETHER ENGLISH OR HINDI) \_\_\_\_\_
14. ANY OTHER RELEVANT INFORMATION \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Date : \_\_\_\_\_

Signature of the Candidate

Mobile No.

Contd...2/-

5/5

- 2 -

**FOR USE BY THE RESPECTIVE ESTABLISHMENT DIVISION**

Certified that :

1. Shri/Smt./Kumari \_\_\_\_\_ is eligible to appear in the said examination in terms of the respective Scheme.
2. He/She belongs to \_\_\_\_\_ category.
3. He/She is clear from vigilance/disciplinary angles.

Signature of the concerned Administrative Authority  
at the ICAR Headquarters/Institutes with Office Seal