

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)**



**MINUTES OF THE THIRD INTERACTIVE MEET OF  
AS&FA, DARE/ICAR WITH THE  
FINANCE HEADS OF 8 UNITS OF ICAR**

**VENUE: CR-II, KRISHI BHAVAN, NEW DELHI**

**DATE: AUGUST 011<sup>TH</sup>, 2016**

**TIME: 1000 HRS**

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

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Dated: 12<sup>th</sup> August 2016

**MINUTES OF THE THIRD INTERACTIVE MEET OF THE AS&FA, DARE/ICAR  
WITH THE COMPTROLLER/CHIEF FINANCE AND ACCOUNTS OFFICER HELD  
ON 11<sup>th</sup> AUGUST 2016 AT 10.00 A.M. IN CR-II, KRISHI BHAVAN, NEW DELHI.**

The Interactive meeting of the AS&FA, DARE/ICAR with the Comptroller/Chief Finance & Accounts Officer was convened on 11<sup>th</sup> August 2016, 10.00 a.m. onwards in the CR-II, Krishi Bhavan, New Delhi.

The following officers attended the Interactive Meeting:

1. Sri. S. K. Singh, AS&FA, DARE/ICAR.
2. Sri. Devendra Kumar, Director (Finance), ICAR Hqrs.
3. Dr. A. K. Vashisth, ADG (PIM), ICAR Hqrs.
4. Sri. Sanchal Bilgrami, Comptroller, IARI, New Delhi.
5. Sri. Radhe Sham, Comptroller, IVRI, Bareilly.
6. Sri. D. D. Verma, Comptroller, NDRI, Karnal.
7. Smt. Rashmi R. Rao, Deputy Director (Finance-I), ICAR, Hqrs.
8. Sri. O. P. Nagar, Deputy Director (Finance-II), ICAR, Hqrs.
9. Sri. K. K. Kulshreshtha, Deputy Secretary (GAC), ICAR Hqrs.
10. Sri. Kumar Rajesh, Under Secretary, (E&M), ICAR Hqrs.
11. Sri. S. George, Chief Finance & Accounts Officer, NAARM, Hyderabad.
12. Sri. A. V. Joseph, Chief Finance & Accounts Officer, CMFRI, Kochi.
13. Sri. Suresh Chandra, Chief Finance & Accounts Officer, CIFE, Mumbai.
14. Sri. S. R. Khuntia, Chief Finance & Accounts Officer, NRRI, Cuttack.
15. Smt. Sanjeevan Prakash, Chief Finance & Accounts Officer, IARI, New Delhi.
16. Sri. Mithilesh Kumar, Senior Finance & Accounts Officer, NDRI, Karnal.
17. Sri. Rajesh Sahay, Senior Finance & Accounts Officer, ICAR Hqrs.
18. Smt. Sunita Arya, Senior Finance & Accounts Officer, ICAR Hqrs.
19. Sri. N. K. Arora, Senior Finance & Accounts Officer, ICAR Hqrs.
20. Sri. G. D. Amola, Finance & Accounts Officer, IVRI, Bareilly.
21. Sri. P. K. Gupta, Finance & Accounts Officer, ICAR Hqrs.
22. Sri. K. K. Sharma, Finance & Accounts Officer, ICAR Hqrs.
23. Sri. S. K. Sharma, Finance & Accounts Officer, ICAR Hqrs.
24. Sri. Ashwani Garg, Finance & Accounts Officer, ICAR Hqrs.
25. Sri. Kunal Kalia, Finance & Accounts Officer, ICAR Hqrs.
26. Sri. Ved Prakash, Under Secretary, (E&M), ICAR Hqrs.
27. Sri. Ashok Kumar, Under Secretary, (E&M), ICAR Hqrs.

At the outset the Director (Finance) welcomed AS&FA, DARE/ICAR and all officers of the 8 participating units as well as officers from ICAR Headquarters specially invited at this Third Interactive Meet. He thereafter requested AS&FA, DARE/ICAR to deliver his opening remarks.

#### **AGENDA: I: OPENING REMARKS BY AS&FA, DARE/ICAR**

AS&FA, DARE/ICAR stressed upon the need to maintain financial propriety in ICAR institutes and exhorted the officers to follow rules scrupulously and leave nothing to discretion. He expressed his concern over the recent incident at NDRI, Karnal and observed that the incident is reflective of the fact that the administration, the finance and the vigilance of the institute failed to perform its duties leading to such a lapse. He laid importance on the role of the Director, Administrative Head and the Finance Head of the institute who are the three important pillars of institute who are required to monitor the progress of the institute along with the SMD. He shared the information that the Directorate General of Supplies and Disposals (DGS&D) have now finalized rate contract for a number of items and orders can be placed directly to approve vendors. A training in this regard will also be conducted by DGS&D and each institute must nominate its officers to undergo training at DGS&D in order to enable them use the module developed by the DGS&D. Lastly, the AS&FA, DARE/ICAR assured officers that they must not function under pressure but at the same time must not linger things to exert pressure on institute.

#### **AGENDA: II: ACTION TAKEN NOTE OF THE SECOND INTERACTIVE MEET DATED: 11<sup>TH</sup> APRIL 2016.**

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

#### **AGENDA: III: POSITION OF OUTSTANDING AUDIT PARAS**

The progress made in settlement of outstanding audit paras of the 8 participating units, since the last interactive meeting held on 11<sup>th</sup> April 2016 was reviewed. During deliberations, the participating Finance Heads informed the progress made in settlement of audit paras as under:

- (i) C. F. &A.O., NRRI, Cuttack informed that audit is going to be conducted in September 2016, and assured that the 5 pending paras will be got settled.
- (ii) C. F. &A.O., CIFE, Mumbai informed that two of the five audit paras have been settled and rest three are being pursued.

- (iii) Comptroller, IVRI informed that reply to all audit paras have been submitted.
- (iv) Comptroller, IARI, informed the gist of all pending audit paras in detail and the effort made by the institute in submitting reply and pursuing the matter with the audit for their settlement.
- (v) C. F. &A.O., NAARM informed that reply to all pending 7 audit paras have been submitted and the audit will consider and settle the same during next audit after verification of records.
- (vi) Progress made by CMFRI, Kochi and NDRI, Karnal in settlement of audit paras was appreciated. However, the performance of IARI, New Delhi and IVRI, Izzatnagar in settlement of audit paras was recorded as not satisfactory.

The following action points emerged:

- (i) Out of the 20 paras of the ICAR Hqrs, replies in respect to 15 paras have been already sent and replies for remaining 5 paras may be submitted so far as the para related to (i) short recovery of licence fee from Bank, (ii) DAVP related para by DS (GAC) and (iii) stepping up of pay of Section officers (iv) irregular deployment of officers and (v) Irregular claims of LTC/encashment of leave by DS (Admn). It was also decided that DS (GAC) will pursue with the CBI with regard to the case related to purchase on which an audit para pertaining to 1997-98 is pending and send a letter to CBI to obtain present position of the case within 15 days.
- (ii) AS&FA, DARE/ICAR directed that Director, IARI may be called along with the Joint Director (Admn.)/Administrative Head and the Comptroller, IARI to discuss the pending audit paras and issues in their non-settlement. He also directed that the concerned file along with all records related to LTC related audit paras may also be brought along for examination of the case.
- (iii) AS&FA, DARE/ICAR directed DS (GAC) to submit a report on the utility of IGH at NASC Complex vis-à-vis the expenses incurred and revenue generated through room rent in order to have a first-hand information on whether the user charges have been fixed appropriately.
- (iv) AS&FA, DARE/ICAR directed the Comptroller, NDRI, Karnal to submit a status report along with the concerned file related to NDRI Market wherein an audit para is pending since 2009-2010, for examination.
- (v) AS&FA, DARE/ICAR directed the C. F. &A.O., NAARM, Hyderabad to submit a status report of vacant residential quarters for which an audit para is pending at the institute.

- (vi) AS&FA, DARE/ICAR directed that Deputy Director (Finance-I) will visit IVRI, Bareilly and submit a report on the efforts made by the institute in settlement of audit paras and issues involved in non-settlement of these paras.

#### **AGENDA: IV: POSITION OF OUTSTANDING ADVANCES AND ISSUES IN THEIR SETTLEMENT**

The progress made in settlement of Outstanding Advances as reported in the last interactive meet and progress made thereafter was reviewed. Progress made in settlement of advances was found not satisfactory in respect to ICAR Hqrs (1.95%), IVRI, Izzatnagar (9.00%), IARI, New Delhi (16.12%) and CIFE, Mumbai (18.06%). AS&FA, DARE/ICAR expressed his deep displeasure at poor progress made by these units. He, however, appreciated the progress made by NAARM, Hyderabad (79.86%), CMFRI, Kochi (78.36%) and NRRI, Cuttack (71.90%). Information from NDRI, Karnal was not received. Comptroller, NDRI informed about the progress made by the institute during the meeting.

Following action points emerged after discussion:

- (i) DS (GAC) informed that he will examine all the cases of pending advances along with Deputy Director (Finance-II), US (E&M) and DDO (Contingency) for ensuring maximum settlement of advances particularly those pending since 1995-1996 and those pertaining to completed works of CPWD, Other Departments (viz RITES, NPCC/NBCC etc), DGS&D and DAVP. The progress made by them will be reported to AS&FA, DARE/ICAR.
- (ii) Comptroller, IARI informed that he has set a timeline of September for settlement of LTC advances pending in institute and will submit the progress report to the AS&FA, DARE/ICAR.
- (iii) AS&FA, DARE/ICAR directed that Director, CIFE may be called along with the Administrative Head and the C. F. &A.O., CIFE to review the poor progress in settlement of advances.
- (iv) AS&FA, DARE/ICAR directed that Deputy Director (Finance-I) will visit IVRI, Bareilly to review all advances and submit a report. He also directed that Director, IVRI, Izzatnagar may be informed through an official communication to take all necessary steps for settlement of advances especially old advances pertaining to year 2004-2005 and thereafter and submit a progress report to the AS&FA, DARE/ICAR.

## **AGENDA: V: BANK RECONCILIATION RELATED ISSUES**

The position of Bank Reconciliation Statement for the month ending June 2016 in respect to 8 units was laid down in the meeting. Items lying pending for over three months was reviewed. AS&FA, DARE/ICAR expressed satisfaction at the progress made by CMFRI, Kochi, CIFE, Mumbai and NAARM, Hyderabad in settling pending issues in Bank reconciliation Statement. He however, expressed his displeasure at huge amount lying pending in the Bank Reconciliation Statement of IARI, New Delhi, IVRI, Izzatnagar and NDRI, Karnal. C. F. &A.O., NRRI informed that the item pending in the Bank Reconciliation Statement pertains to Letter of Credits (L/Cs) which will be settled shortly. With regard to ICAR Hqrs, Deputy Director (F-II) informed that all unencashed cheques have been taken to account and settled in subsequent month.

The following Action points emerged:

- (i) AS&FA, DARE/ICAR directed Comptroller, IARI, New Delhi and Comptroller, IVRI, Bareilly to submit a report on the progress made in settlement of pending issues since the last Interactive Meeting.

Concluding the discussion on Bank Reconciliation Statement pending items, the AS&FA, DARE/ICAR held that items pending in the Bank Reconciliation should be monitored personally by the Finance Officer who is responsible for settling all such pending items.

## **AGENDA: VI: ISSUES IN IMPLEMENTATION OF FMS-MIS**

No issue related to FMS-MIS was raised in the meeting.

## **AGENDA: VII: BUDGET, RELEASE OF FUNDS AND UTILIZATION OF FUNDS:**

The utilization of funds under Non-Plan was seen to be satisfactory.

The utilization of Plan funds at the close of the first quarter of the Current Financial Year (CFY) 2016-2017 was reviewed. This was found to be not satisfactory. The Finance Heads informed the progress made by their institute in the subsequent month i.e. July- till mid-August.

AS&FA, DARE/ICAR emphasized on the need for proper planning for complete utilization of Plan funds. ADG (PIM) stressed upon the need to ensure complete utilization of funds remitted to institute so that there is no cut at the Revised Estimate stage. He informed that a meeting was

conducted by Secretary, ICAR for review of expenditure at ICAR Headquarters wherein it emerged that there may be a likely savings of Rs. 80.00 crores.

Following action points emerged after discussion:

- (i) AS&FA, DARE/ICAR directed ADG (PIM) to send a communication to all Directors to expedite utilization of Plan funds so that there is no cut at the RE stage.
- (ii) In response to a query from C. F. &A.O., CIFE, Mumbai, ADG (PIM) clarified that though 2016-2017 is the final year of the 12<sup>th</sup> Five Year Plan and additional liabilities which cannot be settled within the Plan period may not be taken up, nonetheless, individual cases of a very essential and urgent nature may be referred by concerned institute to their respective SMDs for consideration at Council level.
- (iii) AS&FA, DARE/ICAR directed that as already advised in earlier Interactive Meeting, Director of ICAR institutes may carry out monthly review of expenditure so that the expenditure is spread out throughout the financial year evenly and there is no rush of expenditure in the last quarter of the financial year. AS&FA, DARE/ICAR stressed upon the need to give top priority to utilization of Plan funds.

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

No issue related to pension and other retirement benefit issues was raised in the meeting.

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

It was informed that information for the half-yearly period ending June 2016 was received from all the 8 units and in none of the case any difference has been reported.

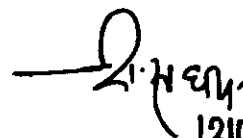
**AGENDA: X: ANY OTHER ISSUE:**

The following matters were discussed:

- (i) Comptroller, IARI, New Delhi raised the issue of Delegation of powers to Director of ICAR institutes for approving and sanctioning any repairs or any small works in the light of ICAR order No.: 3(14)/2007-EC, dated: 05<sup>th</sup> December 2011, issued by Director (Works). AS&FA, DARE/ICAR informed that since Delegation of powers is under finalization the matter may be looked into at Council level.

- (ii) Comptroller, NDRI, Karnal suggested that the Administrative Heads of Institutes may also be invited to Interactive Meet since issues related to settlement of audit paras and advances is largely dependent upon the seriousness with which these issues are addressed by institute's administration which needs to become pro-active like the finance officers in achieving the goal. AS&FA, DARE/ICAR directed that Administrative Heads of the institute may also be invited in all the forthcoming Zonal Interactive Meet.
- (iii) Sri. K. K. Sharma, F. &A.O. and other F. &A.O.s present in the meeting raised the issue of enhanced Grade Pay for Assistant and Assistant Administrative Officer for which a decision was taken in the last Governing body Meeting. However, Junior Accounts Officer and Assistant Finance & Accounts Officer placed in similar Grade Pay have been left out. AS&FA, DARE/ICAR directed that Director (Finance) will look into the matter and representations received in this regard to sort out the issue.

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

  
12/08/2016  
(R. Sahay)  
Sr. F. &A.O.

**Distribution:**

1. Comptroller, IARI/IVRI/NDRI/NAARM.
2. Chief Finance & Accounts Officer, CIFE, Mumbai/CMFRI, Kochi/NRRI, Cuttack.
3. Deputy Director (Finance) I/II, ICAR Hqrs.
4. Sr. F. &A.O. I/II/III, ICAR Hqrs
5. US (E&M), ICAR Hqrs.
6. US (Cash), ICAR Hqrs.
7. DDO (Contingency), ICAR Hqrs.
8. F&A.O. I/II/III/IV/V/VI, ICAR Hqrs.
9. PPS to AS&FA, DARE/ICAR.
10. PA to Director (Finance), ICAR.
11. PA to ADG (PIM), ICAR Hqrs.
12. PA to DS (GAC), ICAR Hqrs.
13. PA to DS (GAC), ICAR Hqrs.
- ✓ 14. Incharge, ARIC, DKMA, New Delhi for uploading the minutes on ICAR website.