



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

**URGENT/IMMEDIATE**

**F.No.GAC/21-14/2016-CDN**

**Dated the 12<sup>th</sup> January, 2017**

**To,**

**Directors,  
All ICAR Institutes/PDs/NRCs/ATARIs**

**Sub: Account of revenue receipt and expenditure incurred on various services related to running of Guest House.**

**Sir,**

With reference to above captioned subject the Competent Authority has desired an account of revenue receipt and expenditure incurred on the housekeeping, security, cleanliness, maintenance etc of Guest House at your Institute. Accordingly, appropriate information be provided in the enclosed proforma at [rajeswari.icar@nic.in](mailto:rajeswari.icar@nic.in) within a week.

In the context of above, it is also desired that rentals receipt towards staying charges in the Guest House be preferably taken in Cashless/Digital means. Every efforts should be taken to receive the rentals and effect transactions in cashless/digital mode as per the directives of Govt. of India.

**Yours' faithfully,**

**( K.K. Kulshreshtha )  
Deputy Secretary(GAC)**

**Encl: As above.**

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Annexure – A

- Name of the Institute.....
- Guest House functioning since.....
- Number of rooms/suites in the Guest House.....
- Facilities (other than rooms) available in the Guest House.....
- Name & Designation of Guest House Incharge.....

ACCOUNT

S.No.	Year	Revenue/ Rentals received (in Rs.)	Note: Expenditure Incurred. Wherever separate expenditure for the guest house is not maintained, proportionate expenditure shall be assigned for each component from the overall expenditure of the Institute on that head.							
			Housekeeping	Security	Cleanliness	Electricity & Water charges	Maintenance/ Repair/white washing etc	Salary of Regular employees	Wages for contractual services, (if any)	Total
1.	2012-13									
2.	2013-14									
3.	2014-15									
4.	2015-16									
5.	2016- (Up to 31.12.16)									

(Director of the Institute)