

फ़ॉक्स संदेश संख्या 3278 भा.क.अ.प. मुख्या
 दिनांक 01/06/2015
 पृष्ठों की संख्या 03



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 KRISHI BHAVAN, NEW DELHI

F.No.22-28/2012-CDN (A&A)

Dated 29/5 May, 2015

To
 The Directors of all ICAR Institutes

Sub: Implementation of FMS-MIS and constraints in reconciliation of assets figures appearing in accounts and in the Asset Register and guidelines to be followed.

Sir,

During the process of implementation of FMS-MIS at various ICAR Institutes the issue of differences in figures of assets appearing in the schedule 5 of Balance Sheet and that appearing in the Asset Register has been reported by various institutes, the implementing agency IBM and the lead Institute, IASRI.

The issue has been deliberated at length and it has been decided with the approval of the Competent Authority to follow the following procedure in this regard:

1 The Institute has to make all out efforts to reconcile the figures of assets appearing in the Schedule 5 of the Annual Accounts with that of the Asset Register. Since the Asset Register is to be maintained by the Administrative wing of the Institute, the Head of Office has to take initiative and complete this work in close consultation with the Finance Wing of the Institute.

2 This reconciliation is to be completed preferably by the end of August 2015 and the council may please be kept informed in this regard.

3 During the process of reconciliation, different scenario may come up at various institutes and may be dealt with as per the instructions given below:

(i) In case the figures of Asset Register are higher than that of schedule 5 of Annual Accounts:

- (a) Institute may include the reconciled surplus figures in the Annual Accounts during the CFY (2015-16) after completing the process of reconciliation.
- (b) Corresponding entries in the capital fund will be required.
- (c) The reconciliation of assets is to be made item wise and head wise under each head of Asset (as per heads appearing in schedule-5).
- (d) Adjustments in the existing figures of depreciation including depreciation on surplus assets also are to be made during CFY. Corresponding increase or decrease in the capital fund also is to be made.

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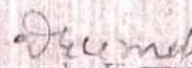
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- (ii) In case the figures of Asset Register are lower than that of schedule-5 of Annual Accounts:
- Institute may retain the "unreconciled surplus asset figures" appearing in schedule-5 of the Annual Accounts pending complete reconciliation process (head-wise & item-wise).
 - Adjustments in the figures of assets appearing in the schedule-5 are to be carried out during the CFY (2015-16) only after the completion of the process of reconciliation.
 - Corresponding entries in the Capital Fund also will be required.
 - The reconciliation of assets and adjustments in the figures of assets are to be made head wise and also item-wise under each such head.
- (iii) All unreconciled figures of assets are to be reconciled and adjustments as explained in points (i) and (ii) on pre-page and above are to be made during 2015-16 and thus on 31st March, 2016, there would be no difference in figures of assets appearing in the Balance Sheet and Asset Register.
- (iv) Adjustments carried out in figures of assets will be shown in the "Notes to Accounts" in compliance of Accounting Standard (AS 1)
- (v) Institute will be required to obtain the approval of the Competent Authority for adjustments in the figures of assets.

Above steps are to be taken by the Institutes in a time bound manner in order to migrate to the FMS-MIS during 2015-16 and for possible discontinuation of Annual Accounts on manual basis in 2016-17. Monthly progress is to be monitored by the Director of the Institute to ensure the completion of the process by the end of the current financial year (2015-16).

This is issued with the concurrence of SS & FA, DARE/ICAR and approval of Director General, ICAR.

Yours faithfully,


(Devendra Kumar)
Director (Fin.)

Copy to:

- All DDGs with request to monitor the progress in Institutes for successful implementation of FMS/MIS.
- Director, IASRI, New Delhi with a request to take necessary action in consultation with IBM.
- ADG (CDN)/ADG (PIM)/PD, DICMA/ND, NFBSFARA

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4. Director (A) is requested to ensure the completion of asset register & its reconciliation at Hqs. within prescribed time frame.
5. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE and Secretary, ICAR/PPS to Special Secretary & FA, DARE/ICAR
6. PS to Director (Fin.)/PS to Director (P)
7. ✓ Shri Hans Raj, Information System Officer, Directorate of Knowledge Management Units (DKMU), KARI Pusa, New Delhi-12 for uploading the letter in the ICAR Web-Site
8. Guard file
9. Spare Copies-10