

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN NEW DELHI**

INTERNAL FINANCE DIVISION

F.No. 1(2)/2023-Audit-I

Dated: 22/9/23

Sub: - Regulating checks & Balances of Payment/

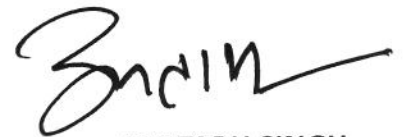
- Ref. i) OM.No 1(2)/2023-Audit I dated 27th July, 2023
ii) Reminder dated 22nd August, 2023

Based on the aforementioned references, it is hereby presented that the OM in question outlines the procedure aimed at ensuring effective financial management and streamlined bill processing for payments.

Regarding the point (i) outlined in the OM dated July 27, 2023, it is no longer necessary for SMDs to forward the entire file to the Audit-I section for the payment of contingent bills.

Regarding the point (ii), Cash & Bill/DDO Sec will now be responsible for generating bills in both PFMS and FMS-MIS for subsequent processing and payment by the Audit Section. To prevent any potential issues, it's important to note that the PFMS Operator ID for SMDs will not be immediately disabled but **will be deactivated from October 1, 2023**.

This directive has been issued with the approval of JS (Finance), ICAR.



AMITABH SINGH
Sr. Finance & Accounts Officer

Distribution: -

1. All DDGs/All ADGs/PD(DKMA)/CPRO
2. **JS(Admn.) for posting of sufficient no. of staff at DDO Unit.**
3. JS(P)/Director (Works)/Director (DARE)
4. All Deputy Secretaries/Dy Directors/Under Secretaries/SFAOs/FAOs
5. DDO(Cont.)/E-office.



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

INTERNAL FINANCE DIVISION

No. 1(2)/2023-Audit-I

Dated the 27th July, 2023

Office-Memorandum

Subject: - Regulating checks and balances of payment - reg.

With the approval of the Competent Authority, the undersigned is directed to inform to all the SMDs that for sound financial management and efficient processing of the bills for payments shall be processed as under:

1. Process:

- Sanctions of the competent authority is to be taken for all expenditure with prior financial concurrence also of the competent authority.
- These sections shall maintain the records of all supply orders/contract orders and sanction orders in chronological order.
- Cash & Bill and Audit Section will process the bills for payment with reference to the records maintained in their respective sections and entries are to be made on those supply orders/contract orders and sanction orders to avoid any possibility of double/multiple payments.

Hence, the system of sending files to the DDO section and the Audit section will get dispensed with. The file may only be asked for as and when the need arises.

- 2. Cash & Bill section shall create bill in PFMS and FMS-MIS for onward processing and payment to Audit.**

Above mentioned instructions may be followed strictly w.e.f. 16th August 2023.

This is issued with the approval of JS (Finance), ICAR.

AMITABH SINGH
Sr Finance & Accounts Officer

Distribution: -

- 1 All DDGs/All ADGs/PD(DKMA)/ CPRO
- 2 JS(Admn.) for posting of sufficient no. of staff(s) from SMD to DDO unit
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- 4 All Deputy Secretaries/Deputy Directors/Under Secretaries/SFAOs
- 5 D.D.O.(Cont.)
- 6 FAOs
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**Indian Council of Agricultural Research
INTERNAL FINANCE DIVISION**

REMINDER

Dated: 22nd August, 2023

No. 1(2)/2023-Audit- I

REMINDER

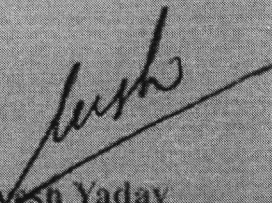
Sub. Regulating checks & Balances of Payment.

Ref. OM. No. 1(2)/2023- Audit-I dated 27th July, 2023 (Copy enclosed).

In light of the above-mentioned reference, it ~~this~~ is hereby submitted that in the abovementioned O.M the procedure for sound financial management and efficient processing of the bills for payments were laid down.

In this regard it was stated that from 16th of August 2023 onwards, all SMDs/DDOs shall ensure adherence of prescribed payment procedures laid down by IFD vide above office memorandum. It is observed that still processing of payments is not in compliance with aforesaid O.M.

It is stated that all the creator IDs/data operator IDs on PFMS pertaining to SMDs will be disabled from 31ST of August, 2023 & it may be made sure that the instructions in prescribed OM is meticulously followed.


Aayesh Yadav
Director (Finance)

Distribution: -

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2. JS (Admn.)/JS(P)
3. Directors/Deputy Secretaries/ Deputy Directors /Under Secretaries
4. D.D.O (Cont.)
5. SFAOs/ FAOs
6. E-Office
7. Guard File