

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-110001

No.1-1/2016-Accounts-II

Date: 30th March, 2016

To,

The Directors/ Project Directors of All Research Institutes /
Directorates/Bureaus/NRCs/ZPDs/NAIP/NFBSFARA/DKMA/
ASRB/Education Division

Subject: Preparation of Annual Accounts for the year 2015-16- reg.

Sir,

The Council is required to Consolidate and submit the Annual Account for the year 2015-16 to the Director General of Audit (Central Expenditure) on or before 30th June, 2016. The same needs to be placed before the Governing Body of the Council also for approval prior to its submission to the CAG. Since Council must submit the Consolidate Annual Accounts, after obtaining approval from the Governing Body, latest by 30th June, 2016 to CAG, it is required for all CAR units to submit their respective Annual Accounts strictly in the prescribed format latest by 30th April 2016 positively. Accordingly, the formats of Annual Accounts along with the relevant schedules in the prescribed format and necessary guidelines for preparation of Annual Accounts have been uploaded on the ICAR web site for information, guidance and necessary action. It is requested that the softcopy of the Annual Accounts in prescribed format along with all annexure may also be forwarded through e-mail at accounts.icar@yahoo.com. Any delay in submission of Annual Account by the units beyond 30.04.2016 will hamper the Consolidation work in the Council and therefore needs personal intervention of the Directors and Finance Officers of the Institutes.

2. Certain modifications have been incorporated in the Format of Annual Accounts 2015-16 in compliance with the Audit observations and reforms in Accounts approved by the Competent Authority. All the Heads of Finance wing of ICAR Units are requested to comply with the following instructions while preparing Annual Account 2015-16 of their respective unit:-

Sl.no.	Schedule-wise amendments/ modification	Action suggested
1.	Schedule 1 (Additional information required)	As per audit observation, the Council is required to submit the break-up of the asset being capitalized in Sch. 1- Capital Fund, i.e. the breakup of grant utilized for capital expenditure shown in Sch. 5 and Sch.7 may be provided in the note below Schedule 1(format provided)
2.	Schedule 5	
(i)	Leasehold Land	It is decided that land leased for 99 yrs. or more, will be shown against the head 'Leasehold land', and those leased for shorter periods will be amortized over the lease period mentioned in the lease deed. For example, if the land has been given on lease for a term of 7 years, 1/7 th of that should be shown in the depreciation column for 7 years till it becomes zero, unless in the meanwhile there is any change in the term or conditions of the lease.

(ii)	Rate of Depreciation	It has been decided to adopt the revised rates of depreciation slightly varied from Companies Act 2013 on Straight Line Method as accepted by C&AG as per details below:-
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	Existing Rates	Revised Rates
Buildings, Tanks & Ponds	1.63%	2.00%
Roads, Bridge, Sewerage & Drainage	1.63%	5.00%
Electrical installations and equipment	4.75%	10.00%
Plant & Machinery	4.75%	6.00%
Vehicle & Vessels	9.50%	15.00%
Office equipment	4.75%	10.00%
Computers/Peripherals/accessories	4.75%	20.00%
Furniture & fixtures	6.33%	10.00%
Audio Visual Equipment	4.75%	10.00%
Laboratory apparatus and Scientific equipment	4.75%	10.00%
Library books	4.75%	10.00%
Tube wells	-	20.00%

3.	Schedule-7 (No amendment in format required)	As instructed by CAG audit, in respect of closing balances of FDR/STDR as on 31 st March 2016 and interest accrued thereupon shown in Sch. 7, each ICAR unit is required to obtain a certificate from respective Bank authorities and shall submit the same alongwith the annual account.
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5. In addition to above, the Director General of Audit (Central Expenditure) had also made certain observations on the Annual Accounts for the year 2014-2015 of some of the institutes which have already been communicated to the concerned unit. Due care may also be taken to rectify these discrepancies at the time of preparation of Annual Accounts for the year 2015-2016.

6. Bank Reconciliation Statement for the month of March, 2016 pertaining to all the bank accounts operational in the unit may be appended alongwith Annual Account 2015-16.

7. You are, therefore, requested to send the Annual Accounts for the year 2015-16 complete in all respects with all the schedules/ annexure to the Council latest by 30.04.2016, positively.

Yours/faithfully,



(S.K. Pathak)

Dy. Director (Finance)

List of Enclosures uploaded on ICAR website under 'Financial Circulars->Annual Accounts 2015-16':

1. Format of Annual Accounts 2015-16
2. Format of Receipts & Payments (Old format) 2015-16
3. Format of Receipts & Payments (New Format) 2015-16
4. Significant Accounting Policy 2015-16 and Notes to Accounts
5. ~~Annexure to~~ Schedule-7 (Revised)
6. List of Plan Schemes 2015-16 - Revised