

F.No. 6(123)/2013-Budget
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Budget Section

Krishi Bhawan, New Delhi the 9th May, 2013

OFFICE MEMORANDUM

Subject: Release of funds to Constituent units of ICAR reg.

The undersigned is directed to state that the procedure to release funds under Plan for the year 2013-14 has been modified with the approval of the Competent Authority. The first Installment of funds, as per Plan BE 2013-14, for the period April to May, 2013 has already been released to the Units. Further release of Plan funds would, strictly, be based on the requisitions of the Divisions/Units/projects. The units may submit the quarterly requisitions (in the enclosed format) separately for the Institute and each of the AICRP / Network Project to the Subject Matter Division (SMD) who will ascertain/verify the actual requirements of various units under them and send the consolidated requirements to the Budget Section of the Council for release of funds. The consolidated requisition of funds shall be forwarded to the Budget Section latest by the following dates:

S. No.	Period	Requisition to be sent latest by
1.	June – September, 2013	20 th May, 2013
2.	October – December, 2013	20 th Sept., 2013
3.	January – March, 2014	20 th Dec., 2013

The release of funds for a Division would be, however, governed by the approved Monthly Expenditure Plan (MEP) given below:

S. No.	Period	Maximum permissible cumulative Expenditure for the Division (till the end of the period) as per approved MEP 2013-14
4.	April – May, 2013	16.67 % of the Plan BE 2013-14
5.	June – September, 2013	50.00 % of the Plan BE 2013-14
6.	October – December, 2013	75.00 % of the Plan BE 2013-14
7.	January – March, 2014	100.00 % of the Plan BE/RE 2013-14

The SMDs may request for release of lower/higher amounts for different units under them. However, the total requirements for a specified period should not exceed the above ceilings of MEP.

This is issued with the approval of the AS&FA, DARE/ICAR.

Sd/-
(Sunita Arya)
Sr. Finance & Accounts Officer

To

1. All DDGs / Deputy Secretaries / Under Secretaries of the SMDs.
2. Sr. PPS to Secretary, DARE & DG, ICAR.
3. PPS to AS&FA, DARE/ICAR

Format for requisition of funds (to be submitted by the Institute to SMD)

Name of the Institute:

Requisition for the period: **June – Sept. / Oct. – Dec., 2013 / Jan. – March, 2014.**
[tick (✓) the relevant period]

[illegible]

Format for requisition of funds (to be submitted by the Institute to SMD)

Name of the AICRP / Network Project: _____

Requisition for the period: **June – Sept. / Oct. – Dec., 2013 / Jan. – March, 2014.**
[tick (✓) the relevant period]

[illegible]

Format for requisition of funds (to be submitted by the SMD to Finance Division of ICAR)

Name of the Division:

Requisition for the period: **June – Sept. / Oct. – Dec., 2013 / Jan. – March, 2014.**
[tick (✓) the relevant period]

[illegible]