

**Reminder-I**

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

**F.No. 2-1/2015-CDN (A&A)**

**Dated the 28<sup>th</sup> Jan, 2016**

**Subject: - Cases of write off of losses during the calendar year 2015**

Reference is invited to this Section's earlier circular of even No dated 04<sup>th</sup> Jan, 2016 on the subject mentioned above. All the Officer/Sections are once again requested to furnish the consolidated information in respect of their Division/Section for write off of losses amounting to Rs.1, 00,000/- or above in each case in the previous year ending 31<sup>st</sup> December, 2015 latest by 8<sup>th</sup> Feb.2016 in the prescribed Performa (Already circulated). If no such cases have been written off during the period 'Nil' information may please be sent.

It may please be noted that, above information is required to be placed in the forthcoming meeting of the Governing Body. Hence it may kindly be treated as **MOST IMMEDIATE**. Those Officers / Sections who have already sent the requisite information may please ignore it.

*— 21. Jan —*  
*28/01/2016*  
(Rajesh Sahay)

**Sr. Finance & Accounts Officer**

**DISTRUBUTION:-**

All Officers/ Sections at ICAR, Krishi Bhavan including ASRB, KAB-I&KAB-II and NASC Complex, New Delhi.

**PROFORMA**

1. Sl. No.
2. Name of the Institute/Headquarters of the Council
3. Brief history of the case
4. Total amount involved
5. Competent Authority who accorded sanction for this write off
6. Sanction letter No. and date of the Council
7. Remarks

**NOTE: Each case is to be shown separately.**