

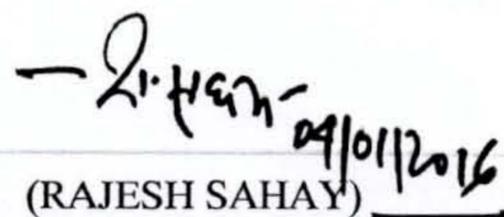
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI**

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

Dated the 04 January, 2016

Sub:- Cases of Write off of losses during the calendar year -2015

Under Bye-Law 11(a) of the Bye-Laws of the ICAR, a list of cases involving 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 is required to be placed in the forthcoming meeting of the Governing Body being convened for the purpose of passing the Budget Estimate of the Society. All Officers/Sections are accordingly requested to furnish detailed information of items of losses written off in respect of their divisions during the calendar year ending 31<sup>st</sup> December, 2015 latest by 15.01.2016 in the enclosed proforma. In case the information is 'NIL' the same may also be intimated.

  
(RAJESH SAHAY)

Sr. Finance & Accounts Officer

Encl: As above.

**Distribution:**

1. All Officers/Sections in ICAR, Krishi Bhavan including ASRB, Krishi Anusandhan Bhavan-I, & 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.**