



विशेष संचालक द्वारा
BY SPECIAL MESSENGER

SPEED POST

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi-110014.

F.No.8(1)/2011-Vig.

Dated the 16th February, 2016

To

Directors / Project Directors of all ICAR Institutes / National Research Centres / Project Coordinators / Coordinated Research Projects / Zonal Project Coordinators / Bureaux – for compliance

Subject:- Maintenance of records and accounts of sale of farm produce and other similar products.

Keeping record in respect of agricultural farm activities provide valuable data/ information about the quality and quantity of farm produce. For keeping track of activities in the Filed / Dairy Farm / Fisheries etc., proper records are required to be maintained. The records maintained in respect of the activities in the field / farms etc. have also got historical value and it also helps for future planning.

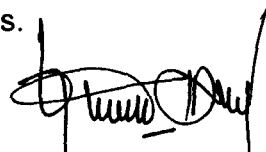
2. In most of the ICAR institutes and their research stations, farm produce is generated. Instructions have been issued by the ICAR from time to time emphasizing the significance of record keeping of farm produce. However, it has been observed during Inspections conducted by the Council, that the institutes are not maintaining proper records of important farming activities. The records are either unavailable or kept on loose sheets without attestation thereby defeating the purpose of maintaining them. Such situations provide ample opportunities for manipulation of Government revenue. Keeping of records improperly / non maintenance of data has been viewed seriously by the Central Vigilance Commission (CVC).

3. The matter has been examined in the Council. It is reiterated that proper and permanent records in the form of bound registers duly authenticated by the officers associated at various levels may be maintained in all the ICAR institutes conducting any activity relating to Agriculture / Harvesting / Farm produce / Fishing / Animal Husbandry etc. Each column of the register can be given a heading which suits the specific situation on the farm. For example, in respect of crops, columns may list out each plot, cost for the seeds, fertilizer, spray used, labour, water, machinery, harvesting, processing, transport and revenue generated through sale of farm produce. It may also be ensured that revenue generated through sale proceeds of farm produce should be immediately deposited in the institute accounts. In no way, the amount so received should

be retained by the officials. This can be treated as temporary embezzlement of Government money.

4. In order to ensure that there are no irregularities on this account, it would be advisable that Directors / Project Directors of all ICAR institutes make the Farm Manager of the Institute responsible to maintain proper records of any activity relating to Agriculture / Harvesting / Farm produce / fishing / Animal Husbandry etc. and sales thereof. Along with the Farm Manager, if necessary, one more officer can be entrusted this responsibility. It may be noted that along with the Director / Project Directors, these two officers will be responsible for proper sale of farm produce and subsequent maintenance of records. For Regional Stations, the Head of Regional Station may be made solely responsible for maintenance of these records and sale of farm produce.

5. Keeping in view the above, the undersigned is directed to say that these instructions may be given wide publicity so as to ensure proper maintenance of records. The Directors of all the institutes are requested to personally ensure that sale of Farm produce is done in a very fair and transparent manner and its records are also invariably maintained in a transparent manner. These records should be available for scrutiny and audit at regular intervals.



(Girish Bhatt)

Under Secretary (Vig-II)

Distribution:-

1. Sr.PPS to DG, ICAR/ PPS to Secretary, ICAR/ PPS to FA, DARE.
2. All Officers / Sections at Krishi Bhawan/ KAB-I & II/NASC.
- ✓ 3. Shri Hans Raj, ISO (DKMA), KAB-I for placing this circular on the ICAR website.
4. The CVC with reference to their O.M. No. CONF/2488/11/266014 dated 17.11.2014
5. Guard file.