

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)**



**MINUTES OF THE INTERACTIVE MEET OF AS&FA, DARE/ICAR  
WITH THE FINANCE HEADS OF ICAR INSTITUTES OF  
SOUTH ZONE**

**VENUE: NIANP, BENGALURU**

**DATE: OCTOBER 26, 2015**

**TIME: 1000 HRS**

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

F. No. 22/26/2012/CDN (A&A)

Dated the 28<sup>th</sup> October, 2015

**MINUTES OF THE INTERACTIVE MEET OF THE AS&FA, DARE/ICAR WITH  
FINANCE OFFICERS OF ICAR INSTITUTES LOCATED IN SOUTH ZONE  
SCHEDULED FOR 26<sup>th</sup> OCTOBER 2015, AT NIANP, BENGALURU.**

The Interactive meeting of the Finance Heads of ICAR Institutes/ZPDs located in South Zone in the Chairmanship of the AS&FA, DARE/ICAR was convened on 26<sup>th</sup> October 2015 in the Conference Room of NIANP, Bengaluru.

The officers who attended the Interactive meet is attached as Annexure: I of this minute.

At the outset, Dr. Raghavendra Bhatta Director, NIANP, Bengaluru, welcomed the AS&FA, DARE/ICAR to NIANP. Officers attending the Interactive meet from various ICAR Institutes from South Zone introduced themselves to the AS&FA, DARE/ICAR. Thereafter the following agendas were discussed:

**1. OPENING REMARKS BY AS&FA, DARE/ICAR**

AS&FA, DARE/ICAR in his opening remarks emphasized on the role and responsibility of the Finance Officers in a scientific organization like ICAR. He also emphasized on the purpose of such Interactive meet. He observed that the role of Finance Officer is easy as well as difficult. On the one hand he is required to work in tandem with the Scientists and ensure that the goals of the organization are achieved, while on the other he is expected to be guided by high standards of financial propriety and ensure that Rules are followed. The job of the Finance Officers become easy if the Rules are followed scrupulously and work are carried out in a transparent manner. However, in a scientific organization like ICAR, where the Scientist have a view that Finance has a limited role to play, the Finance Officers have to function very diligently in a manner that the rules and guidelines are followed without hindering the research. AS&FA further observed that contrary to normal belief that rules hinders the pace of work, observance of rules helps in quick disposal of cases. Considering the fact that the reputation of quite a few renowned scientific organizations were tarnished just because it did not follow the financial rules in a transparent manner, makes the job of Finance Officer much more responsible in the sense that he has to ensure that rules and guidelines are followed in letter and spirit and the objectives of the organization is also achieved, as well. ICAR is a public institution and it is funded by the taxpayers' money and it is therefore essential that every penny is spent in a right manner, more so in this age of RTI where every executive decision is open to review and criticism. Not only the Parliament, but even a common man has the right to know how the public fund is being utilized and therefore our decisions should be in the best interest of the organization. After his opening remarks, the AS&FA asked the Director (Finance) to take up the agenda items for discussion.

## **2. POSITION OF OUTSTANDING AUDIT PARAS**

The position of outstanding audit paras of the 22 ICAR Units were discussed. A total of 221 audit paras from up to year 2004-2005 and till the current financial year are outstanding as per the latest audit report received for these Units from the various office of Audit. Out of these 221 outstanding audit paras, 72 paras are of current period (i.e. two years or less) and the rest 149 audit paras are pending for over two years. Directorate of Cashew Research, Puttur does not have any audit para outstanding. This was appreciated.

Each Finance Head of the participating Institutes present in the meeting briefed the AS&FA about the outstanding audit paras pertaining to their institute, their content and issues involved and assured of taking all possible measures to settle these paras at an earliest.

Finance Officers from SBI, Coimbatore, NRC-Banana, Trichy, IIHR, Bengaluru and NIVEDI, Bengaluru submitted the updated status of outstanding audit paras after receipt of latest Audit Report from the Office of C&AG in June-July 2015. Thus presently only 2 audit paras are outstanding in SBI, Coimbatore against the 10 reported. Likewise the number of outstanding paras in NRC-Banana is 3 against 30 reported, that in IIHR is 5 against 12 reported and in NIVEDI, Bengaluru it is 5 against 7 reported.

Finance Officer of NBAIR, Bengaluru and CPCRI, Kasaragod informed that one of the pending audit para pertain to Grant of Advance Increment to Scientist which has been objected to by the external auditors. However similar audit para in respect to IIHR, Bengaluru and CIBA, Chennai have been settled on the basis of reply submitted by these institutes. It was decided that the matter may be taken up by Inspection Unit of ICAR with the external auditors for their settlement.

A number of participants informed that the replies in respect to audit paras have already been submitted and once confirmation of their acceptance is received from Audit the matter shall be reported to Council. A number of participants also stated that despite their best effort the cooperation from Institute's administration, which is required to provide reply and also related supporting documents being custodian of such documents for settling audit paras, was not forthcoming.

The AS&FA directed that a letter may be written to Director of all Institutes calling for their personal intervention in settling the outstanding Audit Paras. He also emphasized that a Committee of Senior Officers from Administration, Scientist and Finance and the Director may be constituted in each institute which may monitor and get the audit paras settled in phased manner by constant pursuance.

## **3. POSITION OF OUTSTANDING ADVANCES AND ISSUES IN THEIR SETTLEMENT**

The position of outstanding advances for the quarter ending 30<sup>th</sup> September 2015 received from each participating units was discussed. Advances lying unadjusted against Departmental Officers for years together was viewed seriously by the AS&FA. The AS&FA observed that instructions on the subject are very clear and advances should be settled within 15 days from its drawl. Not more than one advance in normal condition and not more than two advances in special conditions can be sanctioned to the same officers. Non-observance of these instructions was not in order. AS&FA stressed upon strict compliance of these instructions and also directed that cases of a third advance to the same officer, pending adjustment of previous advances drawn by him, may be forwarded to him and such sanction may be allowed only with the concurrence of AS&FA, DARE/ICAR. Likewise TA & TTA Advance and LTC Advance remaining unadjusted for more than the prescribed limit as enshrined in the Rule was also viewed seriously by the AS&FA. He directed that immediate action be taken by institute to get these settled as per rule and recovery, if any, may be made along with penal interest.

After review of the Advances paid to Departmental Officers (Contingent Advance, TA & TTA and LTC) remaining unadjusted for more than the prescribed time limit, it was concluded that the situation was serious in respect to IIRR, Hyderabad, NBAIR, Bengaluru, CIBA Chennai, CIFT, Cochin, CTCRI, Thiruanatpuram, NIVEDI, Bengaluru, IOPR, Pedavegi. This called for immediate follow up action.

Likewise the amount pertaining to Work in-progress remaining unadjusted for years together in respect to IOR-Hyderabad, SBI-Coimbatore, CIBA-Chennai, CIFT-Cochin, CTCRI-Thiruanatpuram, IHR-Bengaluru, IISR-Khozikhode, NRC-Banana Trichy, CRIDA-Hyderabad, IOPR-Pedavegi, was considered serious, calling for immediate remedial measures for their settlement.

One major issue of concern was the unadjusted amount of Rs. 0.25 lakhs paid to DAVP by Directorate of Cashew, Puttur in year 2001-2002 that remains unadjusted till date. The Finance Officer was directed to take necessary steps for its settlement.

The position of unadjusted advance as reported by IOPR, Pedavegi drew the attention of the AS&FA DARE/ICAR. As on date advances pertaining to Civil works amounting to Rs. 297.39025 lakhs in lying unadjusted since 2003-04 and after, while advances to Departmental Officers (Contingent, TA, LTC) amounting to Rs. 154.65 lakhs is lying unadjusted since 2004-2005 and after. AS&FA, DARE/ICAR directed that the Director and the Finance Officer of the Institute may be called to ICAR Hqrs for review of the matter.

AS&FA, DARE/ICAR stressed upon the need for expeditious settlement of advances including advances to CPWD, especially where the work has already been completed and the building have been put to use. He stressed upon the need for prompt settlement of outstanding advances in favour of Departmental officers on account of Contingent Advance, T/A, TTA, LTC and Medical which

are lying unadjusted for years together which he said must be recovered forthwith along with penal interest. The AS&FA directed that a letter may be written to Director of all Institutes calling for their personal intervention in settling of the outstanding advances, especially the old ones which has passed the prescribed period of settlement.

#### **4. BANK RECONCILIATION RELATED ISSUES**

The position of Bank Reconciliation Statement for the month ending August 2015 was reviewed in respect to each institute.

Finance Officers of IIMR, Hyderabad, and NRC-Banana submitted the updated status to inform that the pending items in BR Statement have been settled in full in September in respect to NRC Banana and partially in respect to IIMR, Hyderabad. CPCRI, Kasaragod did not submit the BR Statement for August 2015 and as such it was reported as "Not Available". Finance Officer of CPCRI, Kasaragod was asked to update the BR Statement and also settle the pending items.

After discussion on the first three Agenda was over, it was decided that each of the participating units of ICAR shall make all possible effort for settlement of audit paras, outstanding advances particularly old outstanding advances and those against departmental officers and all pending issues of the Bank Reconciliation Statement in the next three months and submit the progress report in first week of February 2016, for further review at Council Hqrs. AS&FA observed that the present position will be taken as the base and the progress of the institute will be examined in the backdrop of this base.

#### **5. ISSUES IN IMPLEMENTATION OF FMS-MIS**

No issue pertaining to FMS-MIS was raised by any participant.

#### **6. BUDGET, RELEASE OF FUNDS AND UTILIZATION OF FUNDS:**

The utilization of funds under Non-Plan was seen to be satisfactory. However, the utilization of funds under Plan in respect to a number of ICAR unit were not satisfying.

The Finance Officers of the Institute informed the House of the steps being taken in their institute for utilization of Plan funds and assured that the Plan funds would be utilized fully.

AS&FA, DARE/ICAR expressed his concern on underutilization of Plan funds and stressed upon the need to expedite it so the instructions of the MoF on utilization of Plan funds every quarter, at the end of September 2015, December 2015 and during March 2015 are honoured and there shouldn't be any last minute rush towards utilization of funds in contravention to the instructions of MoF. During discussion it came up that none of the SMD has submitted its requisition of funds

for the next quarter. It was decided that DDG may be requested to expedite submission of requisition for funds for the next quarter for which a D.O. letter addressed to the DDGs may be put up to the AS&FA.

#### **7. ISSUES RELATED TO PENSION AND RETIREMENT BENEFITS INCLUDING NEW PENSION SCHEME**

F&AO, CTRL, Rajahmundry raised the issue of payment of Gratuity to Temporary Status Casual Labourers (TSCL). She was directed to refer the case to the Council for examination.

#### **8. INTERNAL FINANCE RELATED ISSUES: DIFFERENCE OF OPINION BETWEEN DIRECTOR OF INSTITUTE AND THE FINANCE HEAD**

It was informed that of the "Six-Monthly Report on the Difference of Opinion" has been received from all the participating 22 ICAR units of South zone.

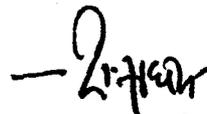
#### **9. ANY OTHER ISSUE:**

The following matters were discussed:

- (i) F&A.O., CTRL, Rajahmundry raised the issue of online payment of EPF. It was informed that instructions on the subject have been issued and alike Service Tax, EPF payment may also be made online using the same account opened for the purpose of on-line payment of Service Tax.
- (ii) F&A.O., IIMR, Hyderabad raised the issue of non-payment of difference amount of the bill and as a result non-settlement of Letter of Credit due to the closure of the sponsored project in the intervening period and unavailability of funds under the said sponsored project. He was directed to refer the matter to Council.
- (iii) F&A.O., IIRR, Hyderabad raised the issue of opening of a separate bank account for sponsored project and also accounting of interest earned on idle funds of the sponsored project. AS&FA observed that permission for opening of separate Bank Account are given by ICAR Headquarters and therefore all such proposals may be forwarded to ICAR Hqrs. He further stated that wherever permission for opening of separate Bank Account for sponsored projects are granted under special conditions, interest earned by investment of such funds in term deposit with the bank will be accounted under the said sponsored project.
- (iv) A.F. &A.O., IIOPR, Pedavegi raised the issue of training of JAO/ AF&AO. He was informed that training of officers are being arranged in rotation and any officer who has not undergone training may forward a request to Council Hqrs.

- (v) Director, NIANP requested for a guideline on purchase of Laptops and with regard to ARC for Sequencing Services. He was informed that procurement of Laptops for officers are based on their entitlement while such procurement for general pool and usage may be made if the item is approved in the EFC.
- (vi) As regards Annual Rate Contract for Sequencing Services, Director, NIANP was informed that prescribed procurement procedures, as per instructions laid down in the "Manual for procurement of Services" and other instructions issued by the MoF from time to time may be followed scrupulously, for finalization of rates. AS&FA observed that instead of piecemeal purchases it is always advisable that due procedure are followed after assessing the actual requirement.
- (vii) Director, NIANP raised the issue of posting of a Finance & Accounts Officer at NIANP, Bengaluru. AS&FA informed that matter has been taken up at Council Hqrs. for filling up all the vacant posts in Finance Cadre and the process is underway.
- (viii) AS&FA also assured the officers present that in case of any doubt they may refer the matter to him for advice.

The meeting ended with a vote of thanks to the chair.

  
28/10/2015  
(R. Sahay)  
Sr. F. & A.O.

**Distribution:**

1. Junior Accounts Officer/Assistant/Senior/Finance & Accounts Officer of participating Units.
2. Director, ICAR Institutes of participating ICAR Units.
3. Deputy Director (Finance) I/II/III, ICAR Hqrs.
4. Sr. F. & A.O. I/II/III, ICAR Hqrs.
5. F&A.O. I/II/III/IV/V/VI, ICAR Hqrs.
6. PPS to AS&FA, DARE/ICAR.
7. PA to Director (Finance), ICAR.
8. Media Unit, Krishi Bhavan, New Delhi.

Participants of the Interactive Meet of Finance Heads of ICAR Institutes located in South Zone with AS&FA, DARE/ICAR on 26<sup>th</sup> October 2015 in the Conference Hall of NIANP, Bengaluru.

S. No.	Name	Designation
1.	Sri. S. K. Singh,	AS&FA, DARE/ICAR.
2.	Dr. Raghavandra Bhatta	Director, NIANP, Bengaluru.
3.	Sri. Devendra Kumar	Director (Finance), ICAR Hqrs
4.	Smt. Rashmi R. Rao	Deputy Director (Finance), ICAR Hqrs
5.	Sri. O. P. Nagar	Deputy Director (Finance), ICAR Hqrs
6.	Sri. S. K. Pathak	Deputy Director (Finance), ICAR Hqrs
7.	Sri. Rajesh Sahay	Senior Finance & Accounts Officer, ICAR Hqrs
8.	Sri. T. D. S. Prakash	Finance & Accounts Officer, CPCRI, Kasaragod.
9.	Sri. H. Ganesh	Finance & Accounts Officer, IOR, Hyderabad.
10.	Sri. M. Radhakrishnan	Finance & Accounts Officer, IISR, Khozikhode.
11.	Sri. A. Srinivasamurthy	Finance & Accounts Officer, IHR, Bengaluru.
12.	Smt. P. V. S. Bharathi	Finance & Accounts Officer, CTRI, Rajahmundry.
13.	Smt. R. Saribai	Finance & Accounts Officer, CTCRI, Thiruanathpuram
14.	Sri. T. A. Vishwanath	Finance & Accounts Officer, NBAIR, Hebbal, Bengaluru.
15.	Sri. K. Srinivasa	Finance & Accounts Officer, IIRR, Hyderabad.
16.	Sri. A. N. Murthy	Finance & Accounts Officer, IIMR, Hyderabad.
17.	Sri. Babu R.K.	Assistant Finance & Accounts Officer, NIVEDI, Bengaluru.
18.	Sri. G. Jagan Mohan Rao	Assistant Finance & Accounts Officer, CRIDA, Hyderabad.
19.	Sri. C. Bagaiah	Assistant Finance & Accounts Officer, DPR, Hyderabad.
20.	Sri. Asif Mohammad	Assistant Finance & Accounts Officer, IOPR, Pedavegi.
21.	Sri. P. P. Anil Kumar	Assistant Finance & Accounts Officer, CIFT, Cochin.
22.	Smt. C. Gomathi,	Assistant Finance & Accounts Officer, NRC-Banana, Trichy.
23.	Sri. K. K. Sasi	Assistant Finance & Accounts Officer, CPCRI, Vithal.
24.	Sri. M. N. Venkateshwara Rao	Assistant Finance & Accounts Officer, NRC on Meat, Hyderabad.
25.	Sri. B. N. Ramachandrappa	Assistant Finance & Accounts Officer, ATARI, Zone: VIII, Bengaluru.
26.	Sri. S. Balakamesh	Assistant Finance & Accounts Officer, ATARI, Zone: V, Hyderabad.
27.	Sri. A. Arulmony	Assistant Finance & Accounts Officer I/C, DCR, Puttur.
28.	Sri. P. Srikanth	Junior Accounts Officer, CIBA, Chennai.
29.	Smt. M. R. Sreedevi	Junior Accounts Officer, SBI, Coimbatore.
30.	Sri. A. Vijay Kumar	Junior Accounts Officer, IIRR, Hyderabad
31.	Dr. A. V. Elangovan	Finance & Accounts Officer, I/C, NIANP, Bengaluru.
32.	Sri. S. Athimoolam	Administrative Officer, NIANP, Bengaluru