



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

F.No.FIN.1-3/2015/A/c-1

Dated 27th May 2015

To

The Directors of all ICAR Institutes/Bureaus/Directorates/PDs/NRCs
/ZPDs etc.

Sub:- Refund of unspent balance amount of Plan, Non Plan, Plan
Scheme and Non Plan Schemes.

Sir,

You are aware that instructions have been issued in the past to provide details of unspent amount of Plan, Non Plan, Plan Schemes and Non Plan schemes in prescribed format. However, it has been observed that Institutes have not provided the details in the prescribed format, causing constraints in proper accounting of the refunds, received at Headquarter and also subsequent refunds of unutilized grants to the Ministry of Finance.

2. Therefore, it has now been decided that Institutes may provide the said information in the format annexed herewith of all the refunds made by them. It is also directed that Institutes will mandatorily refund all unspent balances of Plan, Non Plan, Plan Schemes and Non Plan Schemes positively by 31st July 2015 alongwith the information. No Institute is allowed to retain the unspent grants of 2014-15 and also for the period prior to that.

Yours sincerely,


(Devendra Kumar)
Director (Finance)

Encl : Annexure-I

copy to Shri. Hams Raj, Under Secretary, DKMA, KASB-I
Pusa, New Delhi for uploading in the ICAR website.

Annexure-I

To

The Director (Finance)
ICAR, Krishi Bhawan,
New Delhi-110001.

Sub:- Refund of unspent balance amount of Plan, Non Plan, Plan Schemes
and Non Plan Schemes.

Ref:- F.No.1-3/2015/A/c-1 dt. 21.05.2015 from Director (Finance)

Sir,

I am forwarding the details of refunds in the prescribed format as below:

Name of the Institute:

Sr. No.	Budgetary Head	Unspent balances pertaining to F.Y. 2014-15	Unspent balance pertaining to period prior to F.Y. 2014-15	Total Unspent balance as on 31/03/2015 as per Annual Accounts	Refunds made during 2015-16, if any	
					Amount	Details of refunds
1	2	3	4	5	6	
1.	Plan					
2.	Plan Schemes					
3.	Non Plan					
4.	Non Plan Schemes					
5.	Non Plan Revenue					
6.	Others (Please specify)					

- i) "Certified that the unspent balance of the grants of 2014-15 is same as shown in the Annual Account of Institutes for the year 2014-15. It is also certified that the refunds pertaining to Financial Year prior to 2014-15 have not been clubbed with the refunds pertaining to 2014-15.
- ii) Certified that the refunds have been made to the correct bank accounts (Plan/Non Plan) as per details stated above".

Yours sincerely,

(Finance & Accounts Officer)

Copy to:

Sr. F.&A.O. (I), Accounts (I) Section, Room No.514, Krishi Bhawan, New Delhi-110001.

