

Fax Message No. 4980...../ICAR HQ.Dated. 14/6/2012.....No. of Pages. 01.....

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI 110 001**

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urgent
BY FAX

F. No. 46/2012-Accounts.IIDated: 14th June 2012

To,

The Director of concerned ICAR institutes Bureaus/Directorates/PDs/NRCs/ZPDs etc.

Subject: Review of Expenditure on monthly basis in revised format – reg.

Sir,

I am to inform that all institutes, are required to submit the status of expenditure, every month for review in Senior Officers Meeting at ICAR Hqrs, New Delhi. These expenditure figures are further compiled on quarterly basis for onward submission to Ministry of Finance. Accordingly, it is required by all the ICAR units to send the requisite information of the preceding month in the revised format to the Council latest by 5th day of the next month, so that the same may be consolidated and submitted in the Senior Officers meeting for review. The format has been revised & attached as annexure, so as to capture detailed information required, for review at the Council and further submission to DARE and Ministry of Finance. While sending the information, following points may be kept in view:

1. In column 4 & 10, details of opening balance (head-wise breakup) as on 1.4.2012 is to be provided.
2. In column 5 & 11, details of refunds made (head-wise breakup) during the current financial year is to be provided.
3. In column 6 & 12, details of funds received (head-wise breakup) during the current financial year is to be provided.
4. In column 7 & 13, details of expenditure incurred (head-wise breakup) during the current financial year is to be provided.
5. In column 8 & 14, details of closing balance (head-wise breakup) during the current financial year is to be provided.
6. In respect of column 5 & 11, if amount includes refunds in r/o previous year's as well as that of current year, details there are to be enclosed distinctly.
7. All institutes must note that these are standing instructions and the units are required to adhere to the timeline in submission of the requisite information in the prescribed format on monthly basis.

The above information may be sent both for Non-Plan and Plan (MS-Excel format) as indicated above by email at accounts.icar@yahoo.com or by speed post/ Fax at number given below

Yours faithfully,

Encl: As above

Devendra Kumar
(Devendra Kumar)
Director (Finance)

Fax. No. 011-23383171/ 23387293

Email: account.icar@yahoo.com

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PLAN SCHEME EXPENDITURE

Name of Plan Schemes/ AICRP/ Network Project etc.	Source of fund i.e. ICAR HQ/ ICAR institutes/ Education Division/ NAIP, etc.	Release to ICAR units (List of ICAR institutes should be attached	Uptodate Consolidated Expenditure as reported by implementing centres of ICAR units	Release to other than ICAR units, i.e. SAUs/ NGOs etc	Actual Expenditure incurred by the institute, if any	Total utilization
1	2	3	4	5	6	7(4+5+6)

It may be noted that the expenditure related to scheme should not be release based. Actual expenditure incurred by various units need to be consolidated by Project Coordinating Centres scheme wise.

Actual Realization of Revenue Receipts	Target Achieved
1	2