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

F. Na. 4-6/2012-Accounts,II

Dated: I 바이June 2012

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BY FAX

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 5<sup>th</sup> 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@vahoo.com or by speed post/ Fax at number given below

Yours falthfully,

Encl: As above

Director (Finance)

Fax. No. 011-23383171/23387293

Email: <u>account.lcar@valpoo.com</u>

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(Rs. in Lakhs)

| 5.       | Head  | NON-PLAN upto (month) |   |  |                                       |   | PLAN upto (me                         |                  |  |  | (month)                               | i central  |                                     |
|----------|---|-----------------------|---|--|---------------------------------------|---|---------------------------------------|------------------|--|--|---------------------------------------|--|-------------------------------------|
| No.      |   | BE/RE<br>2012-13      | Opening<br>Balance<br>as on<br>1.4.7012 | Refund<br>during<br>2012-13,<br>if any | Fund<br>received<br>during<br>2012-13 | Progressive Expenditur e during 2012-13 | Closing<br>Balance<br>(4-S+6-7)       | BE/RE<br>2012-13 | Opening Balance as on 1.4.2012                   | Refund<br>during<br>2012-13,<br>if any | Fund<br>received<br>during<br>2012-13 | Progressive<br>Expenditur<br>e during<br>2012-13 | Closing<br>Balance<br>(10-11+12-13) |
| 1        | 2   | 3                     | 4                                       | 5                                      | 6                                     | 7                                       | 8                                     | 9                | 10   | 11                                     | 12                                    | 13   | 14                                  |
|          | Grants for creation of Capital Ass                          | ets (CAPITA           | ц)                                      | •                                      |                                       |   | ,                                     | <del></del>      |  |  |                                       |  | <u>:</u>                            |
| 1        | Works   |                       |   |  |                                       |   |                                       |                  |  |  | ·                                     |  |                                     |
|          | A. Land   |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | B. Building   |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | ı. Office building  |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | ii. Residential building                                    |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | iii. Minor Works  |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
| 2        | Equipments  |                       |   | <u> </u>                               |                                       | 1                                       |                                       |                  |  |  |                                       |  |                                     |
| 3        | Information Technology                                      |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
| 4        | Library Books and Journals                                  |                       |   |  |                                       |   | <u> </u>                              |                  |  |  |                                       |  |                                     |
| 5        | Vehicles & Vessels  |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
| 6        | Livestock   | 1                     | <del> </del>                            |  | <del>-</del>                          |   |                                       |                  |  |  |                                       |  |                                     |
| 7        | Furniture & fixtures  | 1                     | 1                                       |  | 1                                     | <del> </del>                            |                                       | <u> </u>         |  |  |                                       |  |                                     |
| 8        | Others  | 1                     |   |  | †                                     |   | <u> </u>                              |                  |  |  |                                       |  |                                     |
|          | Total – CAPITAL (Grants for creation of Capital Assets)     |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  | -                                   |
|          | Grants in Aid - Salaries (REVENU)                           | E)                    | <del></del> -                           |  |                                       |   |                                       | <u> </u>         | <del>                                     </del> |  |                                       |  |                                     |
| 1        | Establishment Expenses                                      | i                     |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
| <u> </u> | A. Salaries   |                       | !                                       |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | ı. Establishment Charges                                    |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | ii. Wages   |                       |   | i                                      |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | ili. Overtime Allowance                                     |                       |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | B. Loans and Advances                                       |                       |   | i                                      |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | Total – Establishment Expenses<br>(Grant in Aid - Salaries) | •                     |   |  |                                       |   | · · · · · · · · · · · · · · · · · · · | 1                |  |  |                                       |  | -<br>!                              |
| -        | Grants in Aid - General (REVENU                             | E)                    |   | 1                                      | :                                     | 1                                       | <del>`-</del>                         |                  |  |  |                                       |  | <u> </u>                            |
| 1        | Pension & Other Retirement<br>Benefits                      |                       |   |  | <u> </u>                              |   |                                       |                  |  |  |                                       |  |                                     |
| 2        | Traveling Allowance   | <u> </u>              |   |  |                                       |   |                                       |                  |  |  |                                       |  |                                     |
|          | A. Domestic TA / Transfer TA                                |                       | 1                                       |  |                                       | 1                                       |                                       |                  |  |  |                                       |  |                                     |

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(Rs. in Calchs) S. Head NON-PLAN upto PLAN upto (month) (month) No. BE/RE Opening Refund Fund **Progressive** Closing BE/RE Opening Refund Fund **Progressive** Closing 2012-13 **Balance** during received Expenditur Balance 2012-13 Balance during Expenditur received Balance 2012-13, during e during [4-5+6-7] 2012-13, during 25 ON as on e during (10-11+12-13) 1.4.2012 2012-13 2012-13 1.4.2012 if any 2012-13 2012-13 if any 2 4 5 7 8 9 10 12 1 3 6 11 13 14 B. Foreign TA Total - Traveling Allowance Research & Operational Exp. A. Research Expenses **B.** Operational Expenses Total - Res. & Operational Exp. Administrative Expenses A. Infrastructure B. Communication C. Repairs & Marritentous i. Equipments, Veh: des & Others ii. Office building Ri.Residential building IV. Minor Works D. Others (excluding TA) **Total - Administrative Expenses** 5 Miscellaneous Expenses A. HRD 8. Other Items (Fellowships, Scholarships etc.) C. Publicity & Exhibitions D. Guest House - Maintenance E. Other Miscellaneous Total - Miscellaneous Expenses ; **Total Grants in Aid - General** Total Revenue (Grants in Aid -Salaries + Grants in Aid -General) Grand Total (Capital + Revenue) Tribai Sub-Plan Expenditure **NEH Expenditure** Non-Plan Scheme Expenditure with name

PLAN SCHEME EXPENDITURE

| Name of Plan<br>Schemes/ AICRP/<br>Network Project etc. | Source of fund i.e. ICAR HQ/ICAR institutes/ Education Division/ NAIP, etc. | Release to ICAR units (List<br>of ICAR institutes should be<br>attached | Uptodate Consolidated Expenditure as reported by implementing centres of ICAR units | Release to other<br>than ICAR units, i.e.<br>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 utilits need to be consolidated by Project Coordinating Centres scheme wise.

| Actual Realization of Revenue Receipts | Target Achieved |  |  |  |  |
|--|-----------------|--|--|--|--|
| 1                                      | 2               |  |  |  |  |
|  |                 |  |  |  |  |