

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

F.No.Fin./8-2/2017-A/cs-II

Dated **B**, Jan., 2020.

To

The Directors of ICAR Institutes/Bureaus/PDs/NRCs/ATARI etc.

Subject: Discrepancies in Bank Reconciliation Statement and format changes – reg.

Sir,

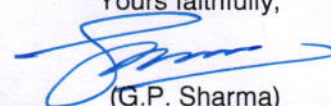
The Bank Reconciliation Statement in respect of all ICAR Institutes are monitored and compiled by the Council on the regular basis. On perusal, it has been observed that, the BRS in respect of various ICAR units reflects number of figures/amounts pending for settlement for long duration of time. Such depiction of unsettled amounts in BRS, indicates poor Financial Management and accounting to various stakeholders.

The BRS is an important tool of accounting of cash inflow and outflow and reconciliation of the same is an utmost important task for all ICAR Units. As per existing instructions of the Council, the Bank Reconciliation Statement of bank account of the current month is to be submitted by 15th day of the following month to the Council. Further, in order to identify the year-wise pending amount in the BRS all Institutes are requested to furnish the information in the prescribed format as placed below (Enclosed as Excel Sheet).

		A	B	C	D	
Sl. No.	Financial Year	Amt. of Cheques not encashed for more than 3 months.	Debits raised by bank but not adjusted for more than 3 months	Amt. deposited in bank but not credited for more than 3 months	Amt. credited by bank but not taken in cash book for more than 3 months.	Total (Year-wise)
1.	Prior to 2019-20 (Pending amount to be mentioned Year Wise)					
2.	2019-20 (Pending for more than 3 months)					

The requisite information may be sent to the Council within first Fifteen days of every month. In this regard, the changed formats may be followed from the month of January, 2020. Non-reconciliation/settlement of items pending for more than 3 months will amount to shortfall in performance which may kindly be noted. Hence, sincere efforts must be made to make BRS statement upto-date by March, 2020.

Yours faithfully,


 (G.P. Sharma)
 Director (F)