



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001

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CIRCULAR

Sub: Audit Committee Meeting (ACM) to settle outstanding external Audit Paras of C&AG-regarding.

As you are aware that the Competent Authority of ICAR had desired that Audit committee meetings (ACM) are to be held for settlement of pending outstanding Local Audit Paras (C&AG) on priority. Accordingly, Inspection Unit of ICAR is arranging to organize Audit Committee Meetings at various zonal offices of C&AG.

Timely settlement of pending external Audit Paras of CAG is an important and time bound thing. The Highest Authority in ICAR has been personally monitoring progress in this respect through SOC meetings. However, it has been observed during the meetings that the seriousness of this issue has not been taken in right spirit by some of the Institute Authorities. Hence, the Director of the Institutes are requested to ensure personally that the concerned officers i.e., **Head of Administration, Head of Finance and other concerned officers related to the settlement of Audit Para should make themselves available during the ACM** and also ensure that the replies of outstanding Audit Paras are convincing for positive result with all compliances and submission of relevant supporting documents related to pending para.

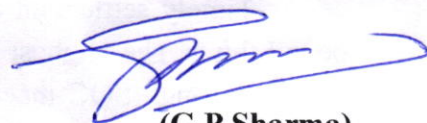
During the past few ACMs, it has been observed that a few common areas require necessary improvement for settlement of Audit Paras. By focusing on these common areas, it may help in minimizing the Audit paras in future. **The Institute is hereby informed to focus in these areas before presenting its reply to the Auditors at ACM:**

- Long pending Contingent/TA/LTC and Medical advances should be adjusted within the timeframe mentioned in GFR. Long pending CPWD Advances should be adjusted before ACM and work completion reports with formal handing over/taken over happening in time.
- The instances of delay in delivery of the Equipment and its non-installation due to short supply of accessories and also for not making necessary arrangements like fabrication/foundation/masonry work should be taken/addressed on priority. Further, the liquidated damage should be levied on the supplier for delay in supply if any. It is also

to be ensured that the Equipment is functioning properly after its delivery/installation with proper maintenance of log-book (may be required during the ACM).

- Instances of excess expenditure in externally funded projects need to be checked to avoid complications as we have already adopted TSA.
- Assets Register should be maintained properly and duly reconciled with Annual Accounts and also to ensure timely physical verification of assets and stores.
- Optimal utilization of Residential Accommodation provided by the Institute should be ensured.
- Ensure establishment of Power Factor in respect of electricity connection in the Institute.
- TDS deduction (IT & GST) to be made and paid as per provisions of IT Act and GST Act.
- Disposal of unserviceable items to be done without loss of time and records also updated.
- Write-off of items (lost/theft etc.) also to be carried out as per provisions of rules and delegation of powers.

Proper and timely action on above points will lead to dropping of existing Paras and also avoidance of new Audit Paras on these issues as well.



(G P Sharma)

Director (Finance)

Copy to:

- 1. PPS, The DG, ICAR**
- 2. PPS, The Secretary, ICAR**
- 3. PPS, The AS&FA, ICAR**
- 4. The DDG (All SMDs)**
- 5. The Director (All Institutes of ICAR)**
- 6. ICAR Website/E-office portal**
- 7. All officials of the ICAR and Its Institutes.**