

**Indian Council of Agricultural Research  
Krishi Bhavan : New Delhi**

F.No. FIN/1-1/2021- IF

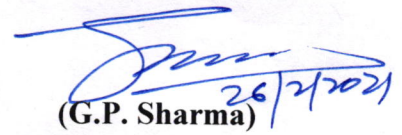
Dated the <sup>26</sup>Feb, 2021

**CIRCULAR**

**Subject : Checklist for processing EFC/ SFC proposals 2021-26 at ICAR Hqrs - reg.**

In order to streamline the processing of EFC/ SFC proposals received for financial concurrence / approvals, the Internal Finance Division has developed a Checklist in consultation with ADG (PIM).

2. All the subject Matter Divisions/ ICAR Units are, therefore, requested to ensure that the EFC/ SFC proposals are submitted to PIM / Finance Division alongwith the duly filled in and signed checklist (copy enclosed) so as to ensure accurate and timely finalization of the same.
3. This issues with the approved of AS&FA

  
(G.P. Sharma)  
Director (Finance)

**Encl : Checklist**

**DISTRIBUTION**

**ICAR Institutes**

1. Directors/ Joint Directors/ Project Directors of all Research Institutes/ Project Directorates and National Research Centers/ Bureaux
2. Project Coordinators/ Coordinated Research Project / Zonal Project Directors and Directors of ATARIs.
3. The Finance and Accounts Officer of all Research Institutes/ Project Directorates and National Research Centres.

**ICAR Headquarters.**

1. Sr. PPS to Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR
3. PPS to AS&FA, DARE/ICAR
4. All DDGs, ICAR, Krishi Bhavan/ KAB-I/ KAB-II
5. ADG (Coord.)/ ADG, PIM/ ADG, NASF/ PD, DKMA/
6. Director (GAC)/ Director, Works
7. DS (GAC)/ DS (Admn.)
8. The Incharge, ARIC, Directorate of Knowledge Management Units, KAB-I, PUSA, New Delhi for placing the above mentioned Circular in the ICAR website.

**Guidelines/ Checkpoints for EFC/SFC proposal document preparation/scrutiny**

SL. No.	Narration of Checkpoint	Yes/no	Remarks. If any
1.	Whether the budget of all such schemes/ sub schemes have been matched with the BE 2021-22 already communicated to the units? It may be ensured that the ceilings of 'Grants-in-aid-Capital, Grants-in-aid General are kept intact with the budget communicated to the units for schemes/ sub-schemes.		
2.	Whether the proposed budget outlay of EFC/SFC proposal for each of schemes / sub schemes have been indicated in the detailed accounting heads in the format budget is communicated for such schemes / sub-schemes?		
3.	Whether total outlay of the scheme is within 5.5 times of the actual expenditure of 2019-20. <b>OR</b> Whether the proposed outlay has in-principal approval of Min. of Finance. <b>Please Specify.</b>		
4.	Whether it has been ensured that the TA and other Administrative Expenses spent by ICAR scheme / sub-schemes have been included in the EFC/SFC proposals?		
5.	Whether it has been ensured while mentioning the provisions under 'Grants-in-aid-Creation of Capital Assets- WORKS' that priority has been given to all the spill – over items of the 03 year action plan (2017-20) period specifically. If yes, it may also be ensued in cases where the estimates have exceeded by 20% or more, those items of works have been included after the due approval of Competent Authority on the recommendations of the time & Cost over-run committee as per prescribed norms.		
6.	Whether it has been ensured that only those 'new works' have been included in the EFC/SFC proposals which are likely to be completed well within 2025-26 to make sure that no liability of such works is carried over beyond 2025-26.		
7	Whether the new posts required both for ICAR institutes or implementing agencies have been included in the EFC/SFC proposal with due justification or not? If so, whether the financial implication on new posts has been reflected in the EFC under head GIA- Salary.		
8.	Whether detailed list of specific Equipment, work Plant & Machinery, vehicle and IT items alongwith their estimated cost to be procured have been provided, (Both new as well as replacement).		
9.	Whether the estimated cost based on GeM or prevailing market price (in case item/ service is not available on Gem) has been taken into account while projecting the estimates.		
10.	Whether item wise/ year wise details of Capital items match with total outlay.		
11.	Whether in case of acquisition of land, details of cost of land and cost of rehabilitation / resettlement have been		

	provided.		
12.	Whether provision for electrical, water supplies and other essential utilities for making the building operational have made in case of new works.		
13.	Whether it has been ensured that pay and allowances pertaining to ICAR employees have been excluded in the EFC/ SFC proposals.		
14.	Whether pay and allowances pertaining to Non-ICAR staff (Grants-in-Aid Salaries component released outside ICAR) have also been excluded in the EFC/ SFC proposals.		
15.	Whether provision for Pension has been totally excluded in EFC/ SFC proposals.		
16.	Whether the name of the EFC/SFC proposal in consonance with the Thematic areas as communicated vide letter No.1(2)/2020-PIM dated 22.12.2020.		

**Director of the Institute**

**Countersigned by**

**DDG of the concerned SMD**