

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN NEW DELHI**

Fin. No. 1-1/2020-Accts.-II

Dated 11<sup>th</sup> Mar., 2020.

To

The Directors/Project Directors of All Research Institutes/Directorates/  
Bureaus/NRCs/ZPDs/NASF/DKMA/NAHEP/F&A Unit

**Subject:- Preparation of Annual Accounts for the year 2019-20 regarding.**

The Council is required to Consolidate and submit the Annual Accounts for the year 2019-20 to the Director General of Audit (Central Expenditure) on or before **30<sup>th</sup> June, 2020**. The same needs to be placed before the Governing Body of the Council also for approval prior to its submission to the CAG. Since Council must submit the Consolidated Annual Accounts, after obtaining approval from the Governing Body, **latest by 30<sup>th</sup> June, 2020** to CAG, it is required for all ICAR units to submit their respective Annual Accounts strictly in the prescribed format **latest by 30<sup>th</sup> April, 2020 positively**. Based on audit observations, few schedule wise amendments/modifications have been made in Consolidated Annual Accounts 2019-20.

2. Accordingly, the formats of Annual Accounts along with the relevant schedules in the prescribed format and necessary guidelines for preparation of Annual Accounts 2019-20 have been uploaded on the ICAR web site for information, guidance and necessary action. It is requested that the softcopy of the Annual Accounts in prescribed format along with all annexure may also be forwarded through e-mail at [accounts.icar@yahoo.com](mailto:accounts.icar@yahoo.com). Any delay in submission of Annual Accounts by the units **beyond 30-04-2020 will hamper the Consolidation work in the Council** and therefore needs personal intervention of the Directors and Finance Officers of the Institutes.

3. Certain modifications/amendments including those are to be incorporated in the Format of Annual Accounts 2019-20 as mentioned below. **All the Heads of Finance wing of ICAR Units are requested to comply with the following instructions strictly while preparing Annual Accounts 2019-20 of their respective unit:-**

Sl. No.	Schedule-wise amendments/modification	Action Suggested
1.	Schedule 5	No asset may be accounted/classified under sub-head 'Other Asset' in Schedule 5 during 2019-2020. Assets already accounted under this sub-head in the previous years should be correctly identified and transferred to the correct sub-head within Schedule 5, so that no figure remains under "Other Asset" in Schedule 5 of Annual Account of institute for the year 2019-2020. This instruction may strictly be adhered to while preparing the Annual Account 2019-2020, since the Companies Act 2013 does not provide for any such sub-head as 'Other Asset' and therefore no rate of depreciation has provided either for this sub-head. It may be noted that the "Others" asset head has been removed from the Annual Account format for 2019-2020 and hence institutes must not show any amount under 'Other Asset' in Schedule 5.
2.	Schedule 7	<b>Two additional proforma has been included in Schedule 7 for providing details of all the Bank Accounts and Fixed Deposits 2019-2020.</b>
3.	Annexure to Sch.9-A1	The <b>Grant-in-aid General</b> in the Institute Expenditure details had been bifurcated in two sub-head i.e. (i) <b>Pension</b> and (ii) <b>Other than Pension</b> . Also, an additional column showing <b>RE figure</b> in respect of each heads i.e. Other than NEH&TSP, NEH, TSP & SCSP has been included.

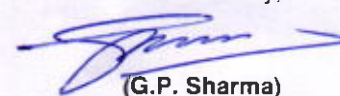
4.	<b>Notes to Accounts (Sch. 23)</b>	<ul style="list-style-type: none"> <li>- The value of <b>Re. 1/-</b> should be entered against the leasehold/ freehold land instead of 'Nil'. Detail of such land may be provided in 'Notes to Account'.</li> <li>- The reference of <b>GPF Accounts</b> which is maintained separately in the unit must be included in the '<b>Notes to Account</b>'.</li> <li>- Wherever, under various Schedules of Annual Account, the head "<b>Others</b>" has been indicated such as <b>Sch-4, Sch-6, Sch-7, Sch-10, Sch-11 and Sch-12</b> is required to be indicated specifically in '<b>Notes to Accounts</b>'</li> <li>- <b>Asset Register:</b> All units are hereby instructed to reconcile the figures of Fixed Assets provided in their annual accounts with Fixed Asset Register maintained at the institute level. Reconciled figures need to be put in the Accounts and it should be duly certified as per proforma.   <i>"It is hereby certified that the figures of Fixed Asset as show in the Annual Accounts of (name of institute) for the FY 2019-20 have been duly reconciled with the figures of Fixed Asset Register maintained at the institute level."</i> </li> <li>- <b>Accrued Interest:</b> A certificate with regard to the amount of accrued interest shown in Sch-7 vis-a-vis Sch-13 should be furnished in Notes to Accounts, as follows   <i>"It is hereby certified that amount of Accrued interest shown in the Annual Accounts of (name of institute) for the FY 2019-20 has been duly reconciled with manual record registers maintained at institute level and no discrepancy has been observed in the same."</i> </li> <li><b>Interest Bearing Advances:</b> A certificate with regard to the amount of accrued interest shown in Sch-7 vis-a-vis Sch-4 should be furnished in Notes to Accounts, as follows   <i>"It is hereby certified that the amount of Interest-Bearing Advances shown in the Annual Accounts of (name of institute) for the FY 2019-20 has been duly reconciled with manual record registers maintained at institute level and no discrepancy has been observed in the same."</i> </li> </ul> <p>(Institute also required to maintain detailed record in this regard which may be made available to internal audit team at the time of conduct of audit).</p>
5.	<b>AP Cess</b>	Columns of AP Cess is proposed to be removed from all relevant Schedules, as no transaction. Since Financial Year 2018-19 is allowed and AP Cess account has been settled off during the year 2018-19.
6.	<b>Bank Reconciliation Statement (BRS)</b>	<p>ICAR units are required to provide Bank Reconciliation Statement (BRS) in respect of <b>ALL BANK</b> accounts maintained at Institute/Regional office level along with a certificate to be obtained in respect to each of these Bank Accounts from Bank informing the bank balance as on 31<sup>st</sup> March, 2020. Since, providing BRS of all bank accounts of respective units to Auditors have become a mandatory requirement all units are instructed to adhere to the same.</p> <p>BRS of all accounts maintained at Institute <b>Closing Balance of Cash Book of all accounts</b> maintain by Institute should match with <b>closing balance shown in R&amp;Pand Schedule 7 Current Asset</b>. Accordingly, two proforma have been attached with <b>Sch. 7 i.e. Annexure to 7- A and Annexure to 7-B</b></p>

**Worksheets** seeking details on the various object heads shown in the Annual Accounts has been added as follow: -

Sl. No.	Particulars	Worksheet
a.	<b>Outstanding Liabilities</b>	Details of amount of <b>outstanding liabilities</b> shown in <b>Schedule-4</b> should be provided in <b>Worksheet-1</b> as per the format
b.	<b>Prepaid Advances</b>	Details of all <b>Capital and Revenue Advances</b> shown in <b>Sch-7B</b> should be provided in <b>WS-2</b> as per the format. (TA/LTC/Medical/CPWD Capital Adv./ Revenue Adv./ Others)
c.	<b>EMD/Security Deposit</b>	Details of amount of <b>EMD / Security Deposit</b> shown in <b>Schedule-4</b> should be provided in <b>WS-3</b> as per the format.
d.	<b>U-Remittances</b>	Details of closing balances of <b>U-Remittances</b> show in <b>Annex 'G'/Sch-4</b> should be provided in <b>WS-4</b> as per the format.
e.	<b>Imprest / Cash-in-hand</b>	List of holders of <b>imprest/ cash in hand</b> shown in <b>Annex-G / R&amp;P Account/ Sch-7</b> should be provided in <b>WS-5</b> as per the format.
f.	<b>Closing stock</b>	Details of amount of <b>Closing stock</b> shown in <b>Schedule-7</b> should be provided <b>WS-6</b>
g.	<b>Non-Interest-Bearing Advances</b>	As per the instructions already issued by Council, all non-interest-bearing advance have been discontinued from FY 2017-18 onwards. Accordingly, in case of any unit showing the amount of <b>non-interest-bearing advances</b> needs to reconcile and settle the same in the annual account for the FY 2019-20.

1. The Director General of Audit (Central Expenditure) had also made certain observations on the Annual Accounts for the year 2018-19 of some of the institutes which have already been communicated to the concerned unit. Due care may also be taken to rectify these discrepancies at the time of preparation of Annual Accounts for the year 2019-20.
2. Bank Reconciliation Statement for the month of **March, 2020** pertaining to all the bank accounts **operational in the unit and Bank details and Bank Certificate of all account** may be appended along with Annual Accounts 2019-20 and it is **mandatory**.
3. The **exact coding/numbering of Scheme** may be mentioned in the Annual Accounts 2019-20 as per the Scheme list uploaded by the Council on the ICAR web-site.
4. **You are, therefore, requested to send the Annual Accounts for the year 2019-20 complete in all respects with all the schedules/annexure to the Council latest by 30-04-2020, positively.**

Yours faithfully,

  
(G.P. Sharma)  
Director (Finance)

List of Enclosures uploaded on ICAR website under 'Financial Circulars->Annual Accounts 2019-20.

1. Format of Annual Accounts 2019-20
2. Format of Receipts & Payments (Old Format) 2019-20
3. Format of Receipts & Payments (New Format) 2019-20
4. Revised Significant Accounting Policy 2019-20 and Notes to Accounts
5. List of Plan Schemes 2019-20 with Scheme Code
6. Work Sheets on the various object heads in the Annual Accounts 2019-20.
7. SAR 2018-19