INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAVAN : NEW DELHI – 110001

F. No. FIN-1(25)/2018-Budget   **Dated the May, 2019**

To

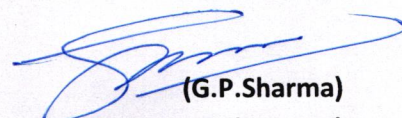The Directors of all Research Institutes/NRCs/ PDs/PCUs/ATARIs/D-KMA

Subject: Submission of MER (Monthly Expenditure Report) through ERP-FMS

Sir/Madam,

The Council is in the process of revamping ERP-FMS System in order to make it operational across ICAR units effectively. In the wake of the same, it has been decided that, Monthly Expenditure Report (MER) submitted by all ICAR Units needs to be generated and submitted through ERP-FMS portal also from May, 2019 month onwards. Although, the system of submitting manual MER will still be in place, the figures reported in the ERP-FMS dashboard needs to be reconciled with that of the figures provided in the Monthly Expenditure Report prepared manually by the units. Consequently, necessary customization in the ERP-FMS dashboard has now been made in order to capture the Budget allocation as well as expenditure incurred for the financial year 2019-20. The following mentioned checkpoints may kindly be adhered to while submitting the MER:

A) The expenditure booking under the head "Salary" in ERP-FMS must be completed up to the level of GL (General Ledger) posting stage in order to capture the expenditure properly in the software (without GL posting Salary expenditure does not get reported).

B) Pension expenditure also needs to be booked in the ERP-FMS immediately.

C) All expenditure figures shown in the manual MER (Monthly Expenditure Report) should get reconciled with the figures reflected on the ERP –Dashboard. The Dashboard can be seen by all the institutes/ units wherein the BE for 2019-20 has already been uploaded.

D) Any unreconciled figures/values should be explained / justified with substantive reasons and alongwith the corrective action.

E) Expenditure booking in the existing accounting software (Teller &Gold or Teller &Diamond or any other software being used) and in the ERP- FMS must be done simultaneously to avoid differences in the figures.

Yours faithfully,

(G.P.Sharma)
Director (Finance)

Distribution:
1) Information System Officer / Ms. Mitali Ghosh Roy, CTO, DKMA, KAB-I for uploading the above OM on ICAR Web-Site.