

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

F. No.FIN/2/1/2019-CDN (A&A)

Dated the 27<sup>th</sup> May, 2021

**Subject: Cases of write off losses during the calendar year 2020.**

Reference is invited to the Council's letter of even number dated 18.02.2021 and subsequent reminder dated 16.03.2021 on the subject mentioned above and to state that information in this regard has not yet been received. It is therefore again requested to all the Officers to furnish consolidated information in respect of their Division (including all Institutes/Sections under them) for write off losses amounting to Rs. 1,00,000/- and above in each case in the previous year ending 31<sup>st</sup> December, 2020 latest by 12.06.2020 as per the proforma enclosed. If no such cases have been written off during the period, "Nil" information may also kindly be sent. Institutes are requested not to send the information directly to the Finance Division but through their SMDs who will have to furnish the consolidated information in r/o all Institutes under them. **If no response is received by 12th June 2021, then it will be presumed that there is no case to be reported to the Governing Body.**

-Sd.-

(Amitabh Singh)

Finance & Accounts Officer

**Distribution:**

1. All DDGs
2. ADGs having independent charges/PD, DKMA
3. Dir(Admn.)/Dir.(Per.)/DS(GAC)/DS(TS)/Vigilance Division
4. Library Incharge/PIM Unit/Coordination Unit/IP&TM Unit/Award Cell/Cash Unit
5. NAHEP Unit/HRM Unit/IR Section/NASF/Protocol Unit/Hindi Division
6. E-governance Division/Works/Engineering cell
7. All Officers in ICAR including at Krishi Bhawan, KAB I & II and NASC Complex, New Delhi
8. CTO, DKMA & In charge, SM&WM Cell, KAB-I, New Delhi for placing the letter on the ICAR website.
9. Guard file

Note: Please download a copy of this letter as per requirement as it is not being distributed separately.

**PROFORMA**

1. Sl. No.
2. Name of the Institute/Section of the Council
3. Brief history of the case
4. Total amount involved
5. Competent Authority who accorded the sanction for this write off
6. Sanction letter No. and date of the Council
7. Remarks.