

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

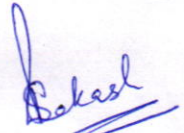
KRISHI BHAVAN: NEW DELHI

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

Dated the 8th April, 2019

Subject: Cases of write off losses during the calendar year 2018.

Reference is invited to this Section's earlier circular of even number dated 8.1.2019 and 07.03.2019 on the subject mentioned above. All the Divisions/SMDs are once again requested to furnish consolidated information in respect of all their Sections and/or Institutes under them about write off losses amounting to Rs. 1,00,000/- or above in each case in the previous year ending 31st December, 2018 latest by **25.4.2019** in the prescribed Performa enclosed. If no such cases have been written off during the period, "Nil" information may also please be sent. Since the above information is required to be placed before the forthcoming meeting of the Governing Body, this may kindly be treated as **MOST IMMEDIATE**.



(Sanjeevan Prakash)
Deputy Director Finance

Distribution:

1. All DDGs
2. PD(DKMA)
3. Dir(Adm)/Dir(OL)/DS(Per)/DS(GAC)/DS(TS)/US(E&M)
4. Library Incharge
5. Coordination Unit, Awards Cell, ESM Section, RFD Coordination Unit, NAHEP Unit, HRM Section
6. NASF, International Relations, Protocol Unit, Legal Cell
7. All Officers/Sections in ICAR, Krishi Bhavan including ASRB, Krishi Anusandhan Bhavan-I, & II and NASC Complex.
8. Guard file

PROFORMA

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

NOTE: Each case is to be shown separately.