

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN NEW DELHI – 110001.**

No.1-1/2010-A/C-II

Dated the 31st March, 2010

To

The Directors of all ICAR Research Institutes/National Research Centres / Bureaux /
Project Directors /Zonal Project Directors / Director (F) NAIP / Director (DIPA) /
Secretary (ASRB) /FAO(Edn.)

Sub: - Submission of Annual Accounts for 2009-10 in new format. –reg.

Sir,

This is in continuation of Council's letter of even number dated 25.2.2010 on the subject mentioned above. With a view to ensure the due date for submission of the consolidated Accounts for 2009-10 to statutory auditors, it has been decided that the F&AOs of the institutes/units shall visit ICAR Hqrs. for getting the Annual Accounts for 2009-10 of their respective institute/unit checked / rectified at personal level. The schedule of visit of the F&AOs to ICAR Hqrs. has been uploaded on ICAR website www.icar.org.in under the head financial circulars which may be strictly adhered to by F&AO of your Institute / unit. It may also be mentioned here that no request for change in schedule of visit shall be considered.


The following supplementary formats/instructions have also been uploaded on ICAR website: www.icar.org.in under the head financial circulars which may also be brought by the F&AO duly completed in all respect:

- (i) Checklist for Annual Accounts 2009-10.
- (ii) Additional information for checking/reconciliation of Accounts 2009-10 (Statement-II & III)
- (iii) Extracts of Separate Audit Report (2008-09) of the PDA (SD) for taking corrective measures by the concerned Institutes in their Annual Accounts 2009-10. (For Information)
- (iv) Frequently Asked Questions (for information)
- (v) ICAR Balance sheet 2008-09.(for information)
- (vi) New Format of Accounts.
- (vii) R&P New format (including Annexure I and sub-schedules for Non Plan, Plan & Plan Schemes, A.P.Cess , Earmarked fund & Endowment fund)
- (viii) Old Format of Accounts.

The F&AO may further ensure to bring the following records / documents to ICAR
Hqrs:-

1. Print out of Annual Account Comprising Balance Sheet, Income & Expenditure Account and Receipts & Payments Account (New Format)
2. A soft copy of the above in CD.
3. Account in old format together with all necessary Annexure along with a soft copy in CD for rectifications, if required.
4. A statement showing the adjustments made out of Revenue Receipts towards less remittance under Non-Plan.
5. Annexure G must be carefully prepared detailing the balance available in the closing Balance of Account.
6. A worksheet showing additions/reduction in "Income & Expenditure" while doing adjustments.

Yours faithfully


(S.K.Pathak)

Sr. Finance & Accounts Officer