

INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)



**MINUTES OF THE INTERACTIVE MEET OF AS&FA, DARE/ICAR
WITH THE FINANCE HEADS OF ICAR INSTITUTES OF
EAST ZONE**

VENUE : NBSS&LUP, KOLKATA CENTRE.

DATE : AUGUST 31ST 2016.

TIME : 10.00 A.M.

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

F. No. 22/26/2012/CDN (A&A)

Dated the 02nd September 2016

**MINUTES OF THE THIRD INTERACTIVE MEET OF THE AS&FA, DARE/ICAR
WITH FINANCE OFFICERS OF ICAR INSTITUTES OF EAST ZONE HELD ON 31ST
AUGUST 2016 AT NBSS&LUP, KOLKATA CENTRE.**

The Third Interactive meeting of the AS&FA, DARE/ICAR with the Finance Heads of ICAR units of East Zone was held as per schedule at NBSS&LUP, Kolkata Center, Kolkata, on 31st August 2016. The Director and the Administrative Heads of ICAR institutes of Eastern Zone also attended the Third Interactive Meet which was also graced by the Additional Secretary, DARE & Secretary, ICAR. At the outset Director, NBSS&LUP, Nagpur welcomed AS&FA, DARE/ICAR and Additional Secretary, DARE & Secretary, ICAR and other officers from ICAR Headquarters. He also welcomed the Director and the Finance Officers of the participating institutes. He then requested the AS&FA, DARE/ICAR to deliver his opening remarks.

AGENDA: I: OPENING REMARKS BY THE AS&FA, DARE/ICAR.

In his opening remarks the AS&FA, DARE/ICAR informed the gathering that the present meeting, which was the third round in the series of interactive meetings, is an exercise aimed at enforcing financial discipline in ICAR institutions by improving the performance of the ICAR institutions on various financial parameters such as audit paras, advances, bank reconciliation and utilization of funds, especially Plan funds etc. These are important indicators of a financially robust organization. He drew the attention of the Directors of ICAR of Eastern Zone, towards the Minutes of these meetings and observed that these are circulated promptly so that they, as the Head of the Institute may take cognizance of the financial position of their institute as the responsibility lies upon them as Directors of the institute to initiate action and improve the system. However, the progress made on account of settlement of audit paras and advances though satisfying, there was scope for achieving better results by sensitizing the Administrative Heads and the Directors of institutes towards these issues so that these are addressed jointly with a holistic approach. Settlement of audit paras should not be construed as covering the audit paras- he remarked, and stressed upon the need to accord due importance to the observations made by the external auditors in the Inspection Report and take remedial measures so that the shortcomings observed by the auditors in their report are properly addressed. The AS&FA, DARE/ICAR stressed upon the importance to maintain absolute transparency in all financial and administrative matters and on the need to follow the rules and guidelines issued by Government/ICAR from time to time, scrupulously. He also lay great importance in not delaying matters and directed the Finance Officers that they may not give their remarks in piece-meal basis for this delays implementation of programmes/projects at institute level. Lastly, the AS&FA, DARE/ICAR observed that it is a wrong notion that GFR and other financial rules pose a hindrance in scientific organizations such

as ICAR; rather these helps in maintaining uniformity and expedite the process of decision making in a transparent manner- he concluded.

AGENDA: II: INTRODUCTORY REMARKS BY THE ADDITIONAL SECRETARY, DARE & SECRETARY, ICAR.

AS, DARE & Secretary, ICAR stressed upon the need for close coordination between the Director, administrative and finance head of the institute which, he said, was essential for the progress of the ICAR institutions and helping in meeting its objectives and mandate. He directed attention towards poor progress on account of implementation of ERP which should be the priority of all Directors of ICAR institutes. ERP is a fine system and its complete implementation would help ICAR develop into a smart organization- he observed. There shouldn't be any negligence on this account and it should be the endeavor of every Director to make it a success, as working on ERP will make work a pleasure and reduce delay in delivering outputs- he concluded.

The AS&FA, DARE/ICAR thereafter asked Director (Finance) to take up the financial agendas.

AGENDA: III: ACTION TAKEN NOTE ON EAST ZONE INTERACTIVE MEETING HELD AT ICAR RESEARCH COMPLEX FOR NEH REGION, BARAPANI ON 13TH MAY 2016.

The Action Taken on the East Zone Interactive Meeting was noted and adopted. The issue related to audit paras and advances was decided to be reviewed in this present meeting.

AGENDAS: IV: POSITION OF OUTSTANDING AUDIT PARAS

The last Interactive Meeting of the ICAR institutes located in East Zone was held on 13th May 2016. The progress since then and the present position was discussed in the 3rd Interactive Meeting. Out of 268 audit paras pending during last meeting, 83 was reported by various units to have settled in the intervening period (Success Rate 30.10%) and 36 were added to these after audit conducted at various units. Thus 221 audit paras were reported outstanding as on date in the 23 ICAR units whose performance was reviewed.

Some of the institutes which reported good progress in settlement of audit paras were CIFA, Bhubaneswar (10 out of 18), IIWM, Bhubaneswar (8/10), CIARI, Port Blair (8/13), NRC Orchids, Pakyong (10/15), NRC- Mithun (12/17), IINRG, Ranchi (7/11), NIRJ&AFT, Kolkata (12/15) and CIFRI, Barrackpore (7/19).

After institute wise review of the pending audit paras, the following action points emerged:

- (i) A number of institutes reported that the audit has not been conducted for a number of years and even though reply were submitted, the related paras couldn't be settled since audit have informed that these would be settled only after verification of original records. It came up during discussion that the issue was raised previously also and a letter was written to respective office of the audit pointing out this issue requesting them to convene audit programme in ICAR units. AS&FA, DARE/ICAR directed that a letter may be written to higher audit authority i.e. the Deputy C&AG seeking his intervention on the matter since despite pursuing the matter at lower level nothing fruitful could be achieved.
-Action Deputy Director (Finance-I)
- (ii) AS&FA, DARE/ICAR desired that the format for recording the progress made in settlement of audit paras, a remarks column should be added for the institute to indicate particulars related to the date of submission of reply by it, and subsequent efforts made by it in settling the audit paras chronologically indicating all the developments and the present status, in brief.
-Action Deputy Director (Finance-I)
- (iii) AS&FA, DARE/ICAR also directed that a special audit of CIARI, Port Blair may be got conducted.
-Action Director (Finance)
- (iv) With regard to the audit paras and advances lying pending at CIWA, Bhubaneswar in respect to a terminated employee it was directed that the institute may make efforts for recovery since such dues cannot be written off, as proposed by the institute.
-Action: Director, CIWA, Bhubaneswar.
- (v) With regard to the poor progress of ICAR Research Complex for NEH Region, Barapani in settlement of audit para which reported nil progress since the last meeting, it was decided that the institute will furnish to Council the action taken by it for settlement of audit paras on a monthly basis, including the effort made by it and subsequent observation of audit if any/ bottlenecks if any, for regular monitoring at the Council.
-Action: Director, ICAR Research Complex for NEH Region, Barapani.

AGENDA: V: POSITION OF OUTSTANDING ADVANCES AND ISSUES IN THEIR SETTLEMENT

The settlement of advances with regard to the outstanding advances reported by various unit in the first interactive meeting, settlement of these advances in the intervening period, subsequent addition and the position as on 30th June 2016 was reviewed in the 3rd Interactive Meeting. It was observed that progress made in settlement of advances were quite poor as reported by NBAIM, Mau (0%), IISS, Mau (4.32%), NRC- Litchi, Muzzaffarpur (5.10%), IINRG, Ranchi

(7.28%), CIFA, Bhubaneswar (18.55%), ICAR Research Complex for Eastern Region, Patna (23.38%), IIWM, Bhubaneswar (24.80%), CRIJ&AF, Barrackpore (20.02%) and ICAR Research Complex for NEH Region, Barapani (31.92%).

After institute wise review of the pending audit paras, the following action points emerged:

- (i) It was observed that considerable amount was lying outstanding against CPWD since 2004-2005 at NRC-Litchi, Muzzaffarpur. This was viewed very seriously by the AS&FA, DARE/ICAR who desired to know the reasons for their non-adjustment. Director, NRC-Litchi informed that of the Rs. 1550.44 lakhs paid to CPWD over the years for various civil works which is pending for adjustment, the CPWD has submitted the final account along with revised final estimate with a demand for additional fund in each of these case for settlement of account. However, the advance couldn't be adjusted due to non-availability of funds for payment to CPWD to these civil works against the revised estimate submitted by CPWD as these civil works pertain to Ninth, Tenth & Eleventh Five Year Plan for which there exists no provision of funds under spillover works of previous Plan in the 12th Plan EFC of the institute. AS&FA, DARE/ICAR directed Director (Works) to visit NRC-Litchi, Muzzaffarpur and submit a comprehensive report on all advances pending with CPWD, giving complete details of each case.
-Action: Director (Works)
- (ii) With regard to the pending advances against CPWD at ICAR Research Complex for Eastern Region, Patna, the AS&FA, DARE/ICAR directed Director (Works) to carry out a review of all on-going works pending for completion since 2011-2012 as per the statement of advances submitted by institute and report the matter to Council.
-Action: Director (Works)
- (iii) NIRJ&AFT, Kolkata was directed to get the settlement of TTA Advance of Rs. 10,000/- by pursuing the matter with the present office to which the said officer has been transferred.
-Action: Director, NIRJ&AFT, Kolkata.
- (iv) The large amount of advances pending at ICAR Research Complex for NEH Region, Barapani which, as on date stands at Rs. 1979.80 lakhs, was viewed very seriously by the AS&FA, DARE/ICAR. He desired to know why these weren't settled despite an assurance to this effect during the last interactive meeting for which no proper reason was provided by the institute. It was therefore decided that the institute may take necessary steps to adjust all advances released to Regional Centers and Departmental officers within 15 days and report the progress to the Council. AS, DARE & Secretary, ICAR remarked that Institute may furnish the names of officers who do not submit adjustment even thereafter to the

Director (Personnel) for initiating disciplinary proceedings against such erring/ defaulting officers.

-Action: Director, ICAR Research Complex for NEH Region, Barapani.

- (v) It was observed that advances paid to CPWD on account of various civil works approved in a particular Plan period are still reflected under "Work in progress" in the Quarterly Statement of Advances, even a lapse of 10-15 years. Considering the fact that these civil works pertain to a particular Plan period (Ninth, Tenth or Eleventh Plan as the case may be), their non-completion and settlement of account even after a lapse of 10-15 years is a serious matter as the institute is unable to utilize the related infrastructure and also because in case the CPWD submits a revised estimate in any of these case it will not be possible to settle account in absence of provision of funds in the 12th Five Year Plan. In view of the position, the AS&FA, DARE/ICAR directed that all institutes to submit a status report on all such long pending civil works to ADG (PIM) for a comprehensive review at Council Headquarters.

-Action: Director of ICAR institutes of all the Zones/ ADG (PIM)

AGENDA: VI: BANK RECONCILIATION RELATED ISSUES

The position of Bank Reconciliation Statement for the month ending June 2016 was reviewed in the 3rd Interactive Meeting. During review it came up that there were no amount pending for over three months for reconciliation in the Bank Reconciliation Statement in respect to IIAB, Ranchi, NRC-Orchids, Pakyang, NRC-Mithun, NRC-Yak, Dirang, NIRJ&AFT, Kolkata, IIWM, Bhubaneswar, Directorate of Weed Science, Jabalpur, ATARI, Barapani, which was appreciated by the AS&FA, DARE/ICAR. However, the performance of CIFRI, Barrackpore, IISS, Mau, IIVR, Varanasi, NRC-Litchi, Muzzaffarpur, CIWA, Bhubaneswar, ICAR Research Complex for NEH Region, Barapani with regard to reconciliation of amount pending in BR Statement was found poor and unsatisfactory. AS, DARE & Secretary, ICAR directed institutes to take up the matter with their Bank immediately and on top priority and if the Banks do not respond to the Institute's request to provide information on debits/credits made by it on a priority, the matter may be referred to Council for further action or a request may be forwarded to change the Bank altogether.

AGENDA: VII: ISSUES IN IMPLEMENTATION OF FMS-MIS

No issue related to implementation of FMS-MIS was raised in the 3rd Interactive Meeting.

AGENDA: VIII: BUDGET, RELEASE OF FUNDS AND UTILIZATION OF FUNDS:

The utilization of funds under Non-Plan during the year 2016-2017 in respect to the participating units was found satisfactory.

As regards utilization of Plan funds during 2016-2017 the AS&FA, DARE/ICAR desired to know the competency of various units to utilize the 50% of funds already released to them by September 2016, as per the B.E., since the utilization as reported till 31st July 2016 was found very poor to unsatisfactory in case of a number of units. While a number of units assured that the B.E. will be utilized, quite a number of other units brought it to the notice of authority that they would not be able to utilize complete funds as per B.E.

After discussion following action points emerged:

- (i) Director of all units were instructed to furnish the likely savings under Plan to their respective SMDs so that action can be taken by the SMD at an early stage to avoid any cut in B.E.

-Action: Director of ICAR institutes of all the Zones/ ADG (PIM)

- (ii) A.F.&A.O., NIRJ&AFT, Kolkata informed that the institute was unable to initiate utilization of Plan funds in time as the break-up of the B.E. allocation was provided by the SMD as late as in July 2016. She was informed that releases are based on EFC. She was instructed to visit the Council along with the Director with complete details to apprise the matter, since non-utilization on such grounds was not convincing, as stated by the A.F. &A.O. during the meeting.

-Action: Director /A.F. &A.O., NIRJ&AFT, Kolkata.

- (iii) Director, NRC-Yak informed that he would not be able to utilize the funds provided to the institute under TSP. He was directed to report the matter to the SMD at an earliest to enable the SMD take necessary remedial action.

-Action: Director, NRC-Yak, Dirang.

AGENDA: IX: ISSUES RELATED TO PENSION AND RETIREMENT BENEFITS INCLUDING NEW PENSION SCHEME

No issue related to pension and other retirement benefits were raised by any unit.

AGENDA: X: INTERNAL FINANCE RELATED ISSUES: DIFFERENCE OF OPINION BETWEEN DIRECTOR OF INSTITUTE AND THE FINANCE HEAD

The information on Difference of opinion for the half-yearly period ending June 2016 was reviewed. Institutes which did not submit the Half Yearly Statement were directed to submit the same at an earliest.