

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)**



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

**VENUE: CENTRAL INSTITUTE OF FISHERIES EDUCATION, MUMBAI.**

**DATE: 06<sup>th</sup> MAY 2016.**

**TIME: 1100 HRS**

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- 2/1/2017

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

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

Dated: 11<sup>th</sup> May 2016

**MINUTES OF THE REVIEW INTERACTIVE MEET OF THE AS&FA, DARE/ICAR  
WITH FINANCE OFFICERS OF ICAR INSTITUTES OF WEST ZONE SCHEDULED  
FOR 06<sup>TH</sup> MAY 2016 AT 11.00 A.M. AT CIFE, MUMBAI, CHAIRED BY DG, ICAR.**

The Review Interactive meeting of the Finance Heads of ICAR units of West Zone with the AS&FA, DARE/ICAR was held as per schedule at CIFE, Mumbai, on 6<sup>th</sup> May 2016 at 11.00 a.m. The Directors of West Zone ICAR Institutes were also invited to this meeting which was chaired by Secretary, DARE & Director General, ICAR. At the outset Director, CIFE, Mumbai welcomed Secretary, DARE & Director General, ICAR, AS&FA, DARE/ICAR and other officers from ICAR Headquarters. He also welcomed the Director and the Finance Officers of the participating institutes. Thereafter the Agenda items of the Review Meeting were taken up for discussion and this is minuted below:

**AGENDA: I: OPENING REMARKS BY THE SECRETARY, DARE & DG, ICAR.**

In his opening remarks the Secretary, DARE & DG, ICAR appreciated the initiative taken by the AS&FA, DARE/ICAR to hold Interactive meeting on zonal basis to address the issues in financial management in ICAR institutes which, he observed, has been helpful in improving overall financial discipline in ICAR.

**AGENDA: II: INTRODUCTORY REMARKS BY THE AS&FA, DARE/ICAR**

In his introductory remarks the AS&FA, DARE/ICAR outlined the objective of such Interactive Meetings which, he said, is a powerful tool to enforce financial discipline in ICAR institutes located across the nation. Interactive Meetings helps understand the issues at the micro level. Often such issues that have remained unresolved for years together in absence of able guidance, are discussed during the meeting and decisions are taken at the highest level to sort out long pending matters.

The AS&FA, DARE/ICAR expressed satisfaction at the progress made in settlement of audit paras and advances as reported in the North and South Zone Review Interactive Meeting. He also expressed satisfaction at the fact that there is no PAC para pending against ICAR and he hoped that this trend would be maintained in ICAR. He credited the Directors, the administration and the finance and other personnel who work at the institute level, for this achievement.

### **AGENDA: III: ACTION TAKEN NOTE ON WEST ZONE INTERACTIVE MEETING HELD AT CIFE, MUMBAI ON 7<sup>TH</sup> DECEMBER 2015**

The Action Taken on the West 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**

At the West Zone Interactive Meeting held on 7<sup>th</sup> December 2015, 113 audit paras were outstanding in the 23 participating units. The progress made in settlement of advances since the last meeting was reviewed.

Till compilation of information, 21 audit paras were reported settled by the various units. During the meeting additional 21 audit paras (CCARI, Goa: 10, CAZRI, Jodhpur: 5, DoGR, Junagarh: 3, NRC-SS, Ajmer: 2, DMAPR, Anand: 1) was reported settled by the Directors/Finance officers of these institutes. It was observed that the overall achievement in settlement of outstanding audit paras of external audit was 37.16 % (42 {21+21} out of 113). While DG, ICAR and AS&FA, DARE/ICAR expressed satisfaction at the progress, it was felt that there was still enough scope for further improvement. Directors/Finance Officers of a number of institutes such as CICR, Nagpur, CIAH, Bikaner, CCRI, Nagpur, NRC-P, Solapur, DFR, Pune, CIRCOT, Mumbai, DSR, Indore, NRC-C, Bikaner, NISHAD, Bhopal, CIAE, Bhopal, CSWRI, Avikanagar, CAZRI, Jodhpur, NRC-SS, Ajmer informed that reply to audit paras have been submitted and as informed by audit, the same would get settled after verification of records. Director (Finance) informed that the Ad-hoc Committee Meeting with the audit office of Jaipur is scheduled for 9<sup>th</sup>-10<sup>th</sup> May 2016 at Jaipur and the Rajasthan based institutes must make maximum benefit of this opportunity and get the audit paras settled.

6 Institutes reported 100% achievement in settling outstanding audit paras. The institutes are DOGR, Pune, Directorate of Floriculture, Pune, NIASM, Baramati, NBSS&LUP, Nagpur, NIBSM, Raipur and ATARI, Jodhpur. DG, ICAR and AS&FA, DARE/ICAR appreciated the performance of these institutes which achieved 100% success and commended the effort made by their Directors/Finance Officers in settling audit paras.

Substantial progress was reported by a few other institutes such as CCARI, Goa (90.90%), NRC-Pomegranate, Solapur (71.42%), NRC-C, Bikaner (66.66%) and CSWRI, Avikanagar (58.33%).

However, performance of quite a number of institutes was found to be not satisfactory as no progress at all was made by these institutes since the last Interactive Meeting. 7 Institutes which reported NIL progress since the last Interactive Meeting were CIAH Bikaner (11), CCRI

Nagpur(4), (NRC-G Pune (5), DSR Indore (5), CIRCOT Mumbai (5), NISHAD Bhopal (4), CIAE Bhopal (4) and IISS Bhopal (1).

After review of the progress in settlement of audit paras following action points emerged:

- (i) Director of these ICAR institutes were directed to personally monitor the settlement of the audit paras, especially those which are old paras. Director of ICAR institutes should constitute a Committee under his chairmanship along with the Administrative and Finance Head of the institute to monitor and pursue settlement of audit paras from the audit office. This Committee may meet regularly and also pursue the case with the audit office and make all efforts to settle audit paras.
- (ii) Institutes may seek support of the Council in drafting proper reply of audit paras, if so needed, for their settlement.
- (iii) Directors may forward the information related to pendency in conduct of Certification/Compliance Audit as sought by Council so that C&AG may be approached to conduct audit in such units where this has not been conducted for a long time resulting in pending audit paras.

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

The position of outstanding advances for the quarter ending September 2015 was discussed in the last West Zone Interactive Meeting held on 7<sup>th</sup> December, 2015. The position of settlement of advances reported by various units in their Quarterly Statement of Advances for the quarter ending December 2015 and progress made vis-à-vis the position reported in September 2015 was compiled for review during the present Review Interactive Meeting. It was observed that as against consolidated advances totaling Rs. 10,142.13 lakhs reported by 23 ICAR units of West Zone, as per the Quarterly Statement of Advances for the quarter ending September 2015, Rs. 1512.01 lakhs of advances was settled in the intervening period. This was just 14.91% of the total consolidated advances.

A review of the position of advances at various institutes in West Zone revealed that Directorate of Groundnut Research, Junagarh, has advances lying unadjusted even prior to the 21<sup>st</sup> century i.e. prior to year 2000. Institutes that have reported advances pending for the period 2000- 2010 were CIAH Bikaner, CCRI Nagpur, DAMPR Anand, NRC-Pomegranate Solapur, CIRCOT Mumbai, CCARI Goa, NIASM Baramati, NBSS&LUP Nagpur, DSR Indore, NISHAD Bhopal, CIAE Bhopal, CAZRI Jodhpur and IISS Bhopal. Performance of Directorate of Onion & Garlic Pune, Directorate of Floriculture Pune, NRC-Camel Bikaner, NRC-SS Ajmer, and ATARI-VI

Jodpur which reported advances pertaining to current period only was appreciated. The remaining 4 institutes reported advances pending for the period after 2010 and up to 2015-2016. Thus the overall performance of majority of institute was not up to the desired level.

The reasons for advances remaining unadjusted for such long period was reviewed institute wise. During review a number of institutes reported that the position of advances reported for the quarter ending December 2015 has improved substantially since then and large number of advances has been settled in the intervening period and progress has been reported in the Quarterly Statement of Advances for the quarter ending March 2016.

After discussion following action point emerged:

- (i) Director of the institute may take suitable action for settlement of advance especially old advances related to civil works already completed and those against Departmental officers as Contingency, T/A, LTC and Medical etc which have remained unadjusted in the Book of Accounts for years together. All such institutes which reported old advances pending may take necessary action and submit the progress to Council at an earliest.
- (ii) Institutes were advised to rectify the Statement of Quarterly Statement by correctly showing the advances both under "Work in Progress" and "Works Completed".
- (iii) It came up during discussion that the CPWD does not submit the Statement of Expenditure (SoE) even after completion of work due to some or the other dispute and/or litigation with the civil contractor engaged by them, resulting in delay in settlement of advances with CPWD. All such institutes were advised to take up the matter with the higher authorities of CPWD viz Superintending Engineer and/or Chief Engineer and get the SoE and settle the advances, since advances cannot remain unadjusted for inordinate period in the Book of Accounts of ICAR institutes for dispute entered by CPWD. In case the issue still remains unresolved the matter may be reported to Council for taking up matter with the next higher authority i.e. the Director General, CPWD.
- (iv) During review it emerged that in absence of refund of unspent balances of completed works by CPWD, substantial advances continue to get reflected in the statement as unadjusted. All such institutes were advised to adjust the unspent balances against fresh releases for new works assigned to the CPWD in the current years and settle the account.
- (v) Director NRC-Grapes, Pune was directed to take up the issue of pending advances related to Construction of Administrative building with Chief Engineer and also

report the progress to the concerned SMD. He was also directed to submit a status report on the "National Referral Laboratory" where equipments could not be installed since 2011-2012 and Letter of Credit (L/C) has remained unsettled as a result, to the Inspection Unit for further examination.

- (vi) Director, NRC-Pomegranate, Solapur was directed to submit a report on installation of Generator that has remained un-installed since 2011-2012 after obtaining the reply from the CPWD.
- (vii) A meeting of the DG, ICAR, the AS&FA, DARE/ICAR and Secretary, ICAR along with the Directors of IARI, NBPGR, Chairman, ASRB and Director, NBSS&LUP, Nagpur may be convened to sort out the issue of Master Plan related issues at IARI New Delhi. Director, NBSS&LUP, Nagpur was directed to take the lead and arrange for the meeting.
- (viii) Director, NIASM, Baramati was directed to submit a Status Report on the completion of Administrative and other buildings of the University for which Rs. 3093.54 lakhs is pending as of date. The report may be submitted to the SMD with a copy to the Inspection Unit of Council for monitoring the progress of settlement of advances.
- (ix) Director, CIAE, Bhopal was directed to forward the proposal for write off of liveries item, which was reportedly stolen at the Kanpur railway station, along with all relevant records, through the SMD for further action at Council level, since in absence of write off the amount remains unadjusted in the Statement of Advances.
- (x) It was decided that all the institutes may be instructed by means of a circular to settle all T/A & TTA and LTC advances, which have exceeded the prescribed time limit for adjustment, at an earliest and submit a compliance report.
- (xi) It was decided that each institute must forward the latest position of advances in order to ascertain the actual position vis-à-vis the progress intimated by them during the Review Interactive Meeting.

#### **AGENDA: VI: BANK RECONCILIATION RELATED ISSUES**

The position of Bank Reconciliation Statement for the month ending March 2016 was reviewed. During review it came up that there were no amount pending for over three months for reconciliation in the Bank Reconciliation Statement in respect of 10 institutes namely NRC-Grapes, Pune, Directorate of Aromatic and Medicinal Plants, Anand, NRC-Pomegranate, Solapur, Directorate of Floriculture, Pune, NBSS&LUP, Nagpur, NRC-Camel, Bikaner, NIHSAD Bhopal, CIAE Bhopal, IISS Bhopal, ATARI-VI Jodhpur. Further Finance Officers

of some of the institutes informed that petty items shown in the Bank Reconciliation Statement of March 2016 has been duly reconciled during April 2016. Those institutes which have also zeroed down pending amount in Bank Reconciliation Statement during April 2016 were CIAH, Bikaner, CCRI, Nagpur, CIRCOT, Mumbai, DSR, Indore, CSWRI, Avikanagar and NRC-SS, Ajmer.

Thus of the 23 units whose position was reviewed in the present meeting, 16 institutes do not have any amount pending in their Bank Reconciliation Statement for over 3 months. Thus the overall achievement was 64%. This was appreciated by DG, ICAR and the AS&FA, DARE/ICAR, who termed it a reflection of good effort made by the Finance Officers of these institutes who could reconcile amount through continuous monitoring and persistent pursuance with Bank.

#### **AGENDA: VII: ISSUES IN IMPLEMENTATION OF FMS-MIS**

During discussion it emerged that a number of institution has been unable to implement the FMS-MIS in a comprehensive manner.

The following action point emerged:

- (i) It was decided that a comprehensive training with all the modules of ERP in FMS-MIS be carried out for successful implementation of the ERP package.
- (ii) All the institutes were also directed that to carry out a thorough "Physical Verification of their Assets and Inventories" and reconcile differences, if any, vis-à-vis the figures shown in the Assets as per Annual Account.

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

The utilization of funds under Non-Plan during the year 2015-2016 in respect to the participating units was found satisfactory.

As regards utilization of Plan funds during 2015-2016, some of the units reported savings under Plan vis-à-vis the Revised Estimate communicated to them. The units that reported savings were NRC-Pomegranate, Solapur (Rs. 14.18 lakhs under TSP), CSWRI, Avikanagar (Rs. 13.09 lakhs), NISHAD, Bhopal (Rs. 6.39 lakhs), DFR, Pune (Rs. 63.88 lakhs), DSR, Indore (Rs. 25.75 lakhs), CIAH, Bikaner (Rs. 31.72 lakhs) and ATARI, Jodhpur (Rs. 99.00 lakhs) and miscellaneous savings reported by other units totaling Rs. 2.55 crores as per a rough estimate.

The following action points emerged:

- (i) It was decided that Directors of institutes may ensure complete utilization of funds by proper planning and continuous monitoring of utilization on a regular basis. Directors of institutes should chalk out a comprehensive planning strategy to ensure expeditious and judicious utilization of funds and this should be ensured by properly following the financial Rules and guidelines.
- (ii) The utilization of funds must be uniform throughout the year and it should adhere to the norms of the Ministry of Finance i.e. by September at least half of the budget should be utilized to avoid any cut at the R.E. stage and by December 2/3<sup>rd</sup> of the Budget should be utilized. There shouldn't be any surrender during March.

**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 December 2015 was reviewed. Institutes which did not submit the Half Yearly Statement were directed to submit the same at an earliest.

**AGENDA: XI: ANY OTHER ISSUE WITH THE PERMISSION OF THE CHAIR**

The issues raised by Director/Finance officers of institutes and decision taken thereof are indicated below:

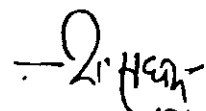
- (i) It was decided that suitable training in administrative and financial matters be imparted to P.I.s of sponsored research projects so that each P.I. becomes conversant with basic administrative and financial skills.
- (ii) Director may delegate powers to P.I., However, such delegation of power will not entail delegation of authority and responsibility which shall still rest with the Director of Institute.
- (iii) It was decided to review the ceiling on serving Food and Refreshment for the city of Goa which is placed under "C" category instead of "B" category as intimated by the Director, CCARI. The institute was directed to forward the proposal for a review.



- (iv) It was impressed upon to all Finance Officers to adhere to the time schedule for submission of Annual Accounts of Institute and also of the GPF Annual Accounts so that these are consolidated well in time at Council level.
- (v) Institutes were also directed to prioritize their requirement and utilize funds based on this priority which may be salary followed by pension and other committed liabilities related to operational and maintenance expenses and finally capital expenses. All capital liabilities may be completed within the 12<sup>th</sup> Plan period so that spill-over are minimized as far as possible.
- (vi) Considering that the salary component of KVKs was not based on realistic assessment resulting in savings, it was decided that a meeting be arranged with all the DDGs to discuss the issue along with senior officers of Council Headquarters.
- (vii) It was decided that with discontinuance of RFD and introduction of "Performance Indicator" conceived by Dr. Ramesh Chand, the issue may be flagged for the next Director's Conference.

Concluding the meeting DG, ICAR expressed his great pleasure in attending the Review Interactive Meeting. He appreciated the efforts made by Director and Finance Officers of various institutes for doing a very good job as visualized from the progress reported by them.

The meeting ended with a vote of thanks to the Chair.

  
(R. Sahay) 12/05/2016  
Sr. F. & A.O.

**Distribution:**

1. Assistant/Senior/Finance & Accounts Officer of participating Units.
2. Director, ICAR Institutes of participating ICAR Units.
3. Deputy Director (Finance) I/II/III, ICAR Hqrs.
4. Sr. F. & A.O. I/II/III, ICAR Hqrs.
5. F&A.O. I/II/III/IV/V/VI, ICAR Hqrs.
6. HOD/PI-FMS-MIS, IASRI, New Delhi.
7. PPS to Secretary DARE & DG, ICAR.
8. PPS to AS&FA, DARE/ICAR.
9. PPS to DDG of all SMDs.
10. PA to Director (Finance), ICAR.