



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

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

Dated 21 November, 2017

**MINUTES OF THE FOURTH INTERACTIVE MEET OF THE AS&FA, DARE/ICAR WITH THE HEADS OF THE FINANCE OF NORTH ZONE ICAR UNITS HELD ON 3<sup>rd</sup> NOVEMBER 2017 IN ICAR - INDIAN INSTITUTE OF VEGETABLES RESEARCH AT VARANASI.**

The 4<sup>th</sup> Interactive meeting of the AS&FA, DARE/ICAR with the Finance Heads, of ICAR units of North Zone was held as per schedule at ICAR-Indian Institute of Vegetables Research, Varanasi on 3.11.2017. At the outset, Dr. B. Singh, Director IIVR, Varanasi welcomed the dignitaries from ICAR Headquarters and also the participants from various institutes. In his remarks, he briefed about the institute, its mandate, its achievement and its future research thrust. In the opening remarks Director (Finance) has explained the role of Finance Officers as facilitators of research activities by supporting the working of the units of ICAR while observing rules and regulations in the fair and transparent manner. He emphasized on the furnishing of information timely to the Council using e-mode. He informed the house about the importance of PFMS & FMS separately and timely implementation of different modules of PFMS in ICAR. He also suggested to be vigilant in financial transactions to avoid any re-occurrence of type of irregularities of NDRI in ICAR. The list of participants are enclosed as Annexure-I.

**AGENDA 1: OPENING REMARKS BY THE AS&FA, DARE/ICAR**

AS&FA welcomed the participants of the 34 institutes present in the meeting. PFMS should be implemented by all ICAR institutes by 1<sup>st</sup> November & no institute will get further releases if the institute is not PFMS compliant. There should be transparency in financial transactions. F&AO's should be facilitators of things within the framework of rules of the Government/ICAR. AS&FA observed that any event can wait but not financial propriety. The decisions of any proposal should be taken only after knowing the problem fully and then solving it. Thereafter the Agenda Items of the Review Meeting were taken up for discussion and are as under:

## **AGENDA-II: POSITION OF OUTSTANDING AUDIT PARAS**

The current position of outstanding audit paras of each attended units was laid down in the meeting. All the audit paras of each units were examined in the light of three stages i.e.

- a) In Cases where replies were submitted and remarks from audit offices were received.
- b) Audit paras in which replies were submitted but no remarks were received
- c) Audit paras for which no replies were sent with reference to the submitted replies to audit offices and their remarks.

While discussing about the outstanding paras of IIMR, Ludhiana, the Director Finance asked IIMR, Ludhiana to submit the full details to ICAR HQ with full details and justifications of audit para along with last audit and what was the audit paras.

During the course of discussions, most of institutes informed about the difficulties while making payments to the labour contractor pertaining to their labour cess and EPF deposits. The Director Finance informed that all the DDOs of institutes should check the deposit of EPF deposit/labour cess etc. while making payments to labour contractor/agency. If there is any discrepancy/lacuna, the payment of labour contractor may be stopped.

Director Finance informed that it is a serious issue and the point should be put up to the notice of Director General, ICAR.

IIMR, Ludhiana - F&AO informed the replies are being prepared for the 13 outstanding paras. Since the position was not satisfactory, it was advised to bring the replies of these paras at ICAR Hqrs. for the review of AS&FA so that the suitable replies be furnished to audit for its settlement.

IIMR, Karnal - FAO informed that reply to all the 13 paras have been submitted to audit team which visited the Institute from 10.4.17 to 21.4.17. After receipt of replies from them, the progress will be shown to the Council.

IGFRI, Jhansi - Informed that one para for the year 2012-13 and 5 paras for the year 2014-15 have been settled. The position was appreciated by the AS&FA.

IIPR, Kanpur - There are only 3 paras pertaining to the year 2011-12 are pending for which reply has been submitted to audit for its settlement. All are submitted and will be dropped.

IISR, Lucknow - The replies to the 2 outstanding paras submitted to audit and vetting comments will be received shortly.

NBPGR, ND - Informed that 17 paras will be dropped since replies already been submitted to Audit Office. Director (Fin.) informed to take follow-up action and to send the status to HQ.

NRCIPM - Nil

NRCPB - Director (Fin.) informed that audit paras of 06-07 and 09-10 to settle immediately. Further, Director (Fin.) emphasized that a basic checklist may be prepared and follow up action should be taken by ICAR HQ as well as Institutes to settle the audit paras in time. It is also informed that all the Institutes should sent their problems and views to HQ regarding purchase of chemicals and glassware through Rate Contract.

DRMR, Bharatpur - It is informed by the FAO, the replies to all the 10 paras have already been sent to Jaipur Audit Office for their vetting. The present status required to be furnished to the Council.

VKPS, Almora - Action to be initiated for settlement of 4 paras outstanding in the institute.

DCFR, Bhimtal - The old outstanding paras pertaining to the year 2003-04- purchase of Library Journals which is subsidize, required to be reviewed by SMD. Accordingly acceptable compliance along with logical fact to be submitted to the Audit Office, Allahabad for settlement of this para. A copy of the reply also to be endorsed to the Council. For remaining 4 paras for the year 2015-16, replies to be furnished to office within 7 days.

NBFGR, Lucknow - Regarding pending one para for the year 2010-11, it has been clarified that 1% cess on contract labour value be levied as per Act, 1966 and it has to be paid by the Contractor and accordingly reply to be prepared. Further, for remaining 6 paras pertaining to the year 2014-15 and 2015-16 reply be furnished to the Audit Office under intimation to the Council.

CISH, Lucknow - The position of all the pending 7 paras has been reviewed and the Institute has to submit comprehensive replies to audit office under intimation to the Council.

CITH, Srinagar - It is informed by AFAO that out of 24 audit paras, 17 have been settled in Ad-hoc Committee Meeting and further, reply to remaining paras have been sent to Audit Office for their vetting. The position was appreciated by the AS&FA.

CPRI, Shimla, DMR, Solan, CARI, Izatnagar, CIRG, Makhdoom, - All the replies of pending paras were reviewed and the status of settling of the paras required to submit to the Council.

NBAGR, Karnal - All the 15 outstanding paras were reviewed and it was found the issue of purchase of chemicals in the Institute to be looked into as per the advice of the Audit. FAO, NRCPB informed as per GFR 2017, chemicals are to be purchases according to procurement of goods & services. It was advised by AS&FA that All the ICAR Units wherein the purchase of chemicals procedures is highlighted by the Audit require to submit their opinion to ICAR Hqrs. Director (Fin.) also suggested Institute can also send their solution and for review and change of policy in this regard, if required.

CIRC, Meerut and IIFSR, Modipuram have not a single para pending against their Institute and AS&FA appreciated for prompt submission of replies and corrective measures taken by these units.

DKMA, New Delhi, CAFRI, Jhansi has reported the audit of their Units has not been carried out for which it was decided wherever in ICAR Units audit has not been conducted by the DGA(CE)/PDA Regional Offices request may be sent to them under intimation to the Council.

The remaining Units informed that the replies to outstanding paras have already been submitted to the respect branch offices of audit. Accordingly they were advised to pursue the matter with them for early settlement of outstanding paras and progress in this regard be submitted to the Council.

Director (Finance) has reminded to all the Finance Officers to conduct the meeting of Standing Audit Committee (SAC) regularly in all the Units to review the audit paras and their settlement in a time frame manner and a progress report may be submitted to the Council. Further, all the units in which transaction audit since 2014-15 has not been conducted by the concerned AG office should request to their audit offices for conduction of transaction audit under intimation to the Council.

AS&FA, DARE/ICAR has observed that audit paras of CPWD is outstanding in many units and by giving one advance to the CPWD, the position of CPWD audit paras can be improved. In case of outstanding long pending CPWD advances where the institutes are not in a position to settle then the cases may be sent to ICAR Hqrs. where the matter can be taken up with higher authorities of CPWD to resolve the issue. Possibility of grant of one advance to CPWD by ICAR as a whole can be explored by the ICAR authorities if needed to settle the long pending advances.

### **AGENDA-III: POSITION OF OUTSTANDING ADVANCES AND ISSUE IN THEIR SETTLEMENT**

The position of outstanding advances as on 30.9.2017 was laid down in the meeting.

CIRG, Makhdoom - Director Finance asked to settle by advances upto 13-14. He further informed the HQ staff to send a special letter to the Director, CIRG asking to settle advances in special drive.

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

Bank Reconciliation is a very important too. If you do not examine it or monitor it regularly the F&AO will be singularly responsible for such negligence. The position of Bank Reconciliation Statement for the month ending 30th September 2017 was reviewed in the present Review Interactive Meeting. IIPR- Kanpur, CPRI-Shimla, CSSRI-Karnal and IIFSR-Modipuram has huge amount pending under amount debited by bank but not taken in cash book and amount credited by bank but not taken in cash book. These two heads should be monitored closely and cleared timely to avoid tracing of supporting paper at a later stage from bank. Further, all the time barred cheques under the head, Cheques issued but not encashed for more than 3 months should also be taken into accounts timely to know the status of the cheque and clearance of accounts in a time frame manner. A progress report on the pending amount of the above 4 institutes may be reported in the statement of Bank Reconciliation of December 2017 to the Council separately. All pension paying authorities should be careful in carrying out the BRS as to see whether the pension is being paid to their institutes and is not being disbursed to non-eligible pensioners.

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

Director Finance directed to send the expenditure details upto 31.10.2017 by 6.11.2017 positively and up load the legacy data of expenditure in PFMS by 6.11.2017 to update the expenditure in PFMS to enable ICAR to get further release from Ministry of Finance.



## **AGENDA VI: ISSUES IN IMPLEMENTATION OF PFMS**

AS&FA, DARE/ICAR drew the attention of officers towards the importance of implementation of PFMS. The PFMS is to be implemented in all the units of ICAR timely. All the expenditure should be incurred through PFMS only. The legacy data entry is to be immediately posted on the PFMS portal to know the correct picture of the expenditure for the monitoring by MoF.

## **AGENDA VII: ISSUES RELATED TO PENSION AND RETIREMENT BENEFITS INCLUDING NEW PENSION SCHEME.**

No Point was raised by any participating F&AO's of institutes.

## **AGENDA VIII: INTERNAL FINANCE RELATED ISSUES: DIFFERENCE OF OPIONION BETWEEN DIRECTOR OF INSTITUTE AND THE FINANCE HEAD**

Director (Finance) advised to maximum use the digital mode in day to day working and send e-mails in respect of any problem related to financial matters.

## **AGENDA IX: RECENT INITIATIVES IN FINANCE**

All the purchases of the institutes/ICAR should be made through GeM in a transparent manner. Items not available on GeM should be purchased according to GFR 2017 & Manual of Purchases.

## **AGENDA X: ANY OTHER ISSUE WITH THE PERMISSION OF THE CHAIR**

Ms Komal, F&AO had briefed about the latest development of PFMS and the problems of F&AO's various institutes were attended to. Problems and the solutions thereof were discussed for uploading of legacy data & mapping issues were also clarified.

The meeting ended with a vote of thanks to the Chair with good wishes for Dev Deepawali to AS&FA, DARE/ICAR & all the participants present at ICAR-IIVR, Varanasi as this is a well-known auspicious occasion to visit Varanasi.

## Annexure-I

The following officers attended the Interactive Meeting:

1. Sh. S.N. Tripathi, AS&FA, DARE/ICAR
  2. Dr. A.K. Vashisth, ADG (PIM), ICAR Hqrs.
  3. Dr. B. Singh, Director, IIVR, Varanasi
  4. Sh. Devendra Kumar, Director (Finance), ICAR Hqrs.
  5. Smt. Sanjeevan Prakash, Deputy Director (Finance-II), ICAR Hqrs.
  6. Sh. Rajesh Sahay, Deputy Director (Finance-III), ICAR Hqrs.
  7. Sh. Avesh Yadav, SF&AO-I, ICAR Hqrs.
  8. Sh. P.K. Gupta, F&AO-I, ICAR Hqrs.
  9. Sh. K.K. Sharma, F&AO-II, ICAR Hqrs
  10. Ms. Komal, F&AO, ICAR Hqrs
  11. Mr. T.S. Bhati, F&AO, IIMR/CIPHET, Ludhiana
  12. Mr. Jagdish Chandra, F&AO, IIWBR, Karnal
  13. Mr. Mithlesh Kumar, SF&AO, IGFRI, Jhansi
  14. Mr. D.K. Agnihotri, F&AO, IIPR, Kanpur
  15. Mr. Raja Ram, SF&AO, IISRI, Lucknow
  16. Mr. Hazari Lal Meena, F&AO, VPKAS, Almora
  17. Mr. Ravi Bhadhra, AF&AO, NBFGR, Lucknow
  18. Mr. R.N. Malik, Sr. A.O, CISH, Lucknow
  19. Mr. Fayaz Ahmad Dar, AF&AO, CITH, Srinagar
  20. Mr. C.P. Sharma, AF&AO, CPRI, Shimla
  21. Mr. J.R. Mangle, AF&AO, DMR, Solan
  22. Mr. Raj Kumar, F&AO, CARI, Izatnagar
  23. Mr. P.K. Gupta, F&AO, CIRG, Makhdoom
  24. Mr. Sunil Kumar, F&AO, NBAGR, Karnal
  25. Ms. Shammi Tyagi, AF&AO, NRCE, Hisar
  26. Mr. S.K. Sharma, F&AO, NRC-PBT, New Delhi
  27. Mr. P.K. Tiwari, F&AO, Dte. Of Rapeseed Mustard, Bharatpur
  28. Mr. B.C. Pandey, AF&AO, Dte. CWF, Bhimtal
  29. Dr. Naseem Ahmad, Act. F&AO, NRC-IPM, New Delhi
  30. Mr. Meena, F&AO, NBPGR, New Delhi
  31. Mr. Rajesh Kumar, JAO, CIRC, Meerut
  32. Mr. Ram Avtar Parashar, F&AO, CIRB, Hisar
  33. Mr. R.N. Sahoo, UDC, PD on FMD
  34. Mr. V.K. Rai, AF&AO, NCAP, New Delhi
  35. Mr. R.K. Singh, SF&AO, IISWR, Dehradun
  36. Mr. N.K. Vaid, Act. F&AO, CSSRI, Karnal
- Mr. Randhir Singh, JAO

37. Mr. Ram Babu, AF&AO, CAFRI, Jhansi
38. Mr. T.C. Sharma, F&AO, IIFSR, Dehradun
39. Mr. S.K. Gupta, F&AO, DKMA, New Delhi
40. Mr. R.P. Yadav, AF&AO, ASRB, New Delhi
41. Mr. D.C. Sati, AF&AO, ATARI, Ludhiana
42. Mr. Kanta Prasad Gupta, AF&AO, ATARI, Kanpur
43. Mr. U.K. Saxena, F&AO, IIVR, Varanasi