

Schedule-I-A (Part-II)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

D.P. Yadav
Dy. Director (Finance)

D.O.No.20-5/2002- Cdn (A&A)

Dated: 12.6.02

Dear Shri Singh,

Kindly refer to your D.O. letter No.6-11/2001-W.S. dated 10th Jan., 2002 regarding :-
“Level of Disposal in the Finance Division” I am sending herewith a statement showing Level of Disposal in the Finance Division duly approved by Director (Finance), ICAR.

With Regards,

Yours sincerely,

SD/-
(D.P. Yadav)
Dy. Director (Finance)

Shri Sodhi Singh
Dy. Secretary (P&A)
I.C.A.R
Krishi Bhawan,
New Delhi.

LEVEL OF DISPOSAL IN THE FINANCE DIVISION

<u>SL. No.</u>	<u>ITEMS</u>	<u>LEVEL OF DISPOSAL</u>
1	To exercise judicious scrutiny of all financial sanctions	Branch Officer of the concerned section.
2	Checking of pay fixation cases.	Branch Officer of Audit-II section.
3	Pre-audit all payments from the funds of the council and recording pay orders on the bills	Branch Officers of the concerned sections.
4	To prepare cheques for all payments from the Bank Account.	Branch Officer of Accounts-I Sec. and Branch Officer of Audit-III section for G.P.F.
5	Maintaining of main cash book in respect of all receipts deposited in the bank account for payments or withdrawal made for there from.	Branch Officer of Accounts-I and Audit-III sections.
6	To watch adjustment/ clearance of all advances, deposits and remittance transactions.	Branch Officer of the concerned sections.
7	To maintain classified abstracts of receipt and payment and to render monthly accounts and Annual accounts	Branch Officer of Accounts-I & II sections.
8	To prepare consolidated annual accounts of the Council.	Branch Officer of Accounts-II section.
9	Checking of comparative statement of tenders/quotations for works and supplies	Branch Officer of Audit-I section.
10	To examine the forms of contracts/ invitations of the tenders and when the approved form and substance of the contract require any change.	-do-
11	To advise on all financial matters which may be referred or which and may come to his notice during the course of scrutiny of sanctions/orders/bills etc.	Branch Officer of the concerned sections.
12	To deal with the audit reports of statutory auditors on the accounts of the ICAR Hqrs./Instts. And to settle the objections expeditiously in consultation with the SMD.	Branch Officer of I.U.
13	To watch receipt and audited statement of accounts and Utilization Certificates in respect of grants-in-aid.	Branch Officer of G.A.I & II sections.
14	Release of grant in respect of Ad-hoc Schemes.	Branch Officer of G.A.II. section.
15	Release of grants of plan schemes being operated at various SAUs and other Deptts.	Branch Officer of G.A.I section.
16	Scrutiny of audit certificates and acceptance there of.	Branch Officer of G.A.I & II sections.
17	Preparation of statement showing the outstanding AUCs for presentation to SFC/GB etc.	Branch Officer of grants sections.
18	Preparation of B.E. & R.E. for A.P. Cess fund Scheme.	Branch Officer of G.A.II Section.
19	Opening of current bank account for the the ICAR Hqrs./Research	Action to be initiated by Branch Officer of

	Institutes in the branches of SBI and other nationalized banks.	Accounts-I section and file will go up to the Secretary, ICAR.
20	Authorization of officers of the ICAR to operate the accounts.	-do-
21	Investments, re-investments and encashment of Council's fund in Govt. loans, TDRS.	-do-
22	Remittance of funds to ICAR Instts./NRCs/ etc. under Plan and Non-Plan.	Branch Officer of Budget section.
23	Remittance of TA/DA to non-official members.	Branch Officer of Audit-III.
24	Cancellation of Demand Draft and obtaining fresh one in lieu thereof.	Branch Officer of Accounts I Section.
25	Coordination of information/figures in respect of A.P.Cess collection and refunds received from collectorates of customs house and central Excise. Reconciliation of figures of cess collections/refunds with those received from Deptt. of Revenue, Ministry of Finance.	Branch Officer of Accounts-I Section.
26	Withdrawal of funds from Govt. of India pertaining to A.P.Cess.	Branch Officer of Accounts-I with the approval of F.A.
27	Drawal of funds from Govt. of India pertaining to Non-Plan and other Plan schemes.	Branch Officer of Budget sec. after approval of F.A.
28	Remittance of funds to the implementing agency which has been received from foreign agencies.(R-Deposit Schemes)	Branch Officer of Accounts-I section.
29	Review of monthly accounts received from various Institutes and posting of these accounts in the classified abstracts/Detail Book.	Branch Officer of Accounts-II section
30	Preparation of unspent balance statement in connection withdrawal from Govt. of India	-do-
31	Maintenance of P.F. account of Hqrs. staff.	Branch Officer of Audit-III
32	Maintenance and preparation of consolidated P.F. monthly and annual accounts of ICAR Instts. And Hqus and monitoring the discrepancies.	-do-
33	Scrutiny of budget proposal of ICAR (Plan & N- Plan) and the clearance from Min. of Fin.	Branch Officer of Budget section.
34	Clarification/advice on financial accounting matters.	Branch Officer of Cdn. (A&A) with the approval of Director (Fin.)/F.A.
35	Maintenance and update of delegation of Administrative and Financial powers book, Audit Manual and Stores Manual.	Branch Officer of Cdn (A&A) with the approval of Director (Finance)/F.A.
36	Internal Audit of ICAR Instts. And submission of inspection report and its persuasion till final settlement.	Branch Officer of Inspection Unit.
37	All cases of financial concurrence.	The cases under normal rules or where the scheme has already been sanctioned and concurrence is needed for the sanctioned item within budget provision may be cleared by the concerned Branch Officer. In other cases the concurrence upto Rs.5.00

lakhs may be accorded by Director (F) and more than this amount the concurrence may be accorded by F.A.

Branch Officer of Pension section.

- 38 Matters relating to authorization of superannuation/retiring/invalid/family pension, DCRG and commuted value of pension etc.
- 39 Payment of pensions and other retirement benefits.
- 40 Preparation of bank reconciliation statement relating to pension.

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