

BY SPEED POST / COURIER

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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2 रफो अहमद किदवई मार्ग, नई दिल्ली - 110 001

Council of Scientific & Industrial Research

Anusandhan Bhavan, Rafi Ahmed Kidwai Marg, New Delhi - 110 001

जाही किया
ISSUED

42-1(1)/Accounts/2010-11
Dated 22.03.2011

24 MAR 2011

जारी किया
आर. आर. आर.
C. S. I. R.

Controller of Finance & Accounts/
Finance & Accounts Officer
All National Laboratories/Institutes & their Centers

Sub: Closing of Annual Accounts of the year 2010-11

Sir,

Please find enclosed herewith a check list for compilation of Annual Accounts for the year 2010-11 and forward the same after filling up the entries along with the March Final Accounts.

However, before proceeding for March Final, you may kindly ensure that-

- (1) Check List being forwarded to you is properly filled up and there is no anomaly left which needs to be rectified in the Accounts for the year 2010-11.
- (2) All the contra entries are correctly taken so that there is no mismatch in the main account as well as in Provident Fund Account.
- (3) The budget heads which are not to be operated by the laboratories were not operated.
- (4) All the Audit para(s) communicated to you by CSIR or otherwise are taken care of.
- (5) Outstanding Expenses and Accrued income as on 31.03.2011 are properly accounted for/ adjusted.
- (6) Values of Inventories have been incorporated in the Accounts through C-Vouchers.
- (7) The expenditure under various heads is strictly as per the budget allocation made by CSIR Hqtrs under plan and non-plan heads as the case may be. Also ensure that Lab & Hq. reserve Fund utilized should appear in the annual accounts of the lab/Instt.

- (8) The amount of Income Tax deducted at source has been accounted for properly as per the instruction vide letter no 42-1(1)/Accounts/Compilation/2005-06 dated 31.03.2006.
- (9) Expenditure under the heads Contingency and Maintenance booked under Projects i.e. (P05, P10 to P21), if any, has been transferred to the respective heads under P04 or P06, as the case may be.
- (10) Excess expenditure on externally funded projects, if any, have been accounted for properly as per the instruction issued vide letter no 42-1(1)/Accounts/Compilation/2005-06 dated 31.03.2006. At the same time on receipt of the funds from the concerned agencies the (-) balance shown in the project need to be adjusted from "Excess Expenditure on External Project-Refund Due" shown under Schedule-8 of the annual accounts if any.

You are requested to go ahead with the March Final posting after due reconciliation of balances and satisfying the above points, and generate the Balance Sheet, Income & Expenditure Account, Receipt & Payment Account for the year 2010-11. The Ledgers and the detailed calculation of depreciation of various type of assets be made and necessary closing balances arrived at. You are also requested to check the amounts appearing against the previous year with respect to last years' Balance Sheet. The current year's figure may be verified with the help of the ledgers.

The March Final posted data of your laboratory alongwith the abstract of closing Cash Book balance, copies of C-Vouchers, S-Vouchers and copy of Check list as applicable must reach CSIR Hqrs. on or before 15.04.2011.

Once March Final is done, you may proceed for Year-end posting, invoke command OPNEW11 and send posted data for April, 2011 as per schedule.

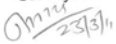
These instructions can also be downloaded along with "check list" from CSIR website www.csir.res.in/downloads/impact.htm

Yours faithfully,


(C.S. Malik)

Sr. Dy. Financial Adviser

Encls. As above



O/C