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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2 रफी अहमद किदवाई मार्ग, नई दिल्ली - 110 001

Council of Scientific & Industrial Research

Financial Adviser

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

No.31-2(72)/2013-14/Bud

Dated: 23rd July, 2013

To

The Directors of all CSIR Labs./Institutes.

Sub: Cash transfer and Accounting Procedure of projects under NMITLI Scheme.

Sir,

Kind attention is invited to CSIR OM No. 2/10/2010-JS(Admn) dated 4th December, 2012 whereby the revised structure of functioning of CSIR Hqrs into CSIR Corporate Office and CSIR Central Office was notified. As a result certain issues like transfer of cash to CSIR Labs against NMITLI Projects sanctioned by CSIR, refund of unspent balance against the same by CSIR Labs to CSIR Hqr/CSIR Central Office through cheques/demand drafts, RTGS/NEFT forwarding of such refund cheques / demand drafts as and when received by PPD from the Labs have been examined.

Accordingly, after due examination, the following "Revised Accounting Procedure" has been formulated for proper accounting towards drawal/ refund of cash against allocation under NMITLI Scheme to be followed by the Labs:-

- (i) CSIR-Corporate Office (Budget Section) will continue to make transfer of cash to CSIR Labs./Institutes/Units on the basis of Sanction Memos of allocation under the Scheme. All CSIR Labs./Institutes must ensure that the booking of expenditure under a particular project including NMITLI Project, should not exceed the sanctioned allocation;
- (ii) CSIR-Central Office will continue to make payments to the agencies/ departments outside CSIR System under NMITLI Scheme and will receive the unspent amount, if any, from them. Agency-wise records of outstanding balance under each project will also be maintained by the Central Office;
- (iii) In accordance with the guidelines proposed in para (i) above, all Labs./Institutes / Units will now be required to refund unspent amount separately to CSIR Corporate Office (Budget Section). Refund can be made through DD drawn in favour of "Council of Scientific and Industrial Research" payable at New Delhi or through RTGS/NEFT at CSIR Saving Bank Account No. 349902010040278 maintained with Union Bank of India, SDA Branch, New Delhi, IFSC Code of Branch-UBIN0534994. ;
- (iv) Unspent balance received from other agencies / departments under the Scheme will be taken care by the CSIR Central Office and treated as minus expenditure in the relevant

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- (v) budget sub-heads under P-61. While releasing grant/ loan to outside agencies and on receipt of refund from them, the head of account needs to be mentioned invariably;
- (vi) The Labs will be required to submit project-wise spending against allocation every year to CSIR-Corporate Office under intimation to PPD, CSIR Hqrs.

The arrangement will be effective from current financial year. If any clarification is required in the matter, kindly feel free to contact the undersigned or Finance & Accounts Officer, CSIR Corporate Office (Budget Section).

Yours faithfully,

Sd/-
(C.S.Malik)

Sr. Deputy Financial Adviser

Copy to:-

1. Head, PPD, CSIR Hqrs
2. All COFAs/F&AOs of all CSIR Labs./Institutes/Units
3. F&AO, Central Office, CSIR Hqrs
4. F&AO, Accounts Section, CSIR Hqrs
5. PA to Financial Adviser, CSIR
- ✓ 6. I.T. Section for uploading on CSIR Website
7. Office copy.

M.P.Goyal
(M.P.Goyal)

Finance & Accounts Officer