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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद

अनुसंधान भवन 2, रफी अहमद किदवाई मार्ग, नई दिल्ली -110001

Council of Scientific & Industrial Research

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

No. 42-1(1)/Comp./Acts/13-14

Dated: 20.03.2014

Controller of Finance & Accounts/

Finance & Accounts Officer

All National Laboratories/Institutes, CSIR Hqrs & their Centres

**Sub: Closing of Annual Accounts of the year 2013-14**

Sir,

I am forwarding a proforma of Check-List (**Annexure-I**) for compilation of Annual Accounts 2013-14 which needs to be returned duly filled in all respects by all Labs./Instts. alongwith March Final Accounts.

While proceeding for March final, kindly ensure that:-

- (1) All sections/paras/columns of the Check List are properly filled in and nothing is left blank. In case the information on any aspect is Nil or Not Applicable, please indicate the same.
- (2) The figures are correctly reflected in Section E (i) and (ii) of Check List for the Assets acquired out of Grant-in Aid, Sponsored, Collaborative and Consultancy projects. Also ensure that the details of balances reflected in Section E (i) should match with balances in Schedule 18- Notes to Accounts. Similarly, balance in Section E (ii) should match with the figures appearing under the head "Additions during the year :- From Externally Funded Projects" in Schedule-1 Capital Fund.
- (3) Figures given in Section E (iii), (iv) and (v) of the check list should aggregate with the total of relevant C-vouchers.
- (4) All the contra entries relating to Provident Fund are correctly reflected in the Accounts and there must not be mismatch between figures appearing in main accounts and Provident Fund Accounts.

- (5) The budget heads which are not to be operated by labs/operated with specific authority from CSIR Hq. are used accordingly for which a list of elucidative heads is appended at Annexure-II.
- (6) All the Audit observations communicated by CSIR or by the office of PDA are complied with, while closing the accounts.
- (7) The value of Inventories has been incorporated in the Accounts through proper C-Vouchers.
- (8) The expenditure under various budget heads is strictly kept within the budget allocation made against Grant/LRF/Internal Receipts under plan and non-plan heads as the case may be. There should not be any excess expenditure over and above budget allocation against any budgetary source. Moreover, the Laboratory Reserve Fund utilized during the year for revenue or capital expenditure must be properly reflected in accounts.
- (9) The amount of Income Tax deducted at source has been accounted for properly as per the instructions issued vide CSIR letter of even number dated 31.03.2006.(copy enclosed for ready reference at Annexure III)
- (10) Excess expenditure booked against externally funded projects, if any, is accounted for properly as per the instructions issued vide our letter of even number dated 31.03.2006 (copy enclosed for ready reference at Annexure III). At the same time, on receipt of the funds from the concerned agencies the minus balance shown under the project need to be adjusted from "Excess Expenditure on External Project-Refund Due" shown under Schedule-8 of the annual accounts.
- (11) The amount of Accrued Interest on Deposits of Margin Money, Investment as on 31.03.2014 may be calculated/ascertained and incorporated in Annual Accounts through I\_Vouchers.
- (12) The amount of deposits kept as Margin Money for opening of LC as on 31.03.2014 should match with the closing balances of subsidiary records and physical TDRs.
- (13) Outstanding expenses, Prepaid Expenses, Income Received in Advance and Accrued Income should pertain to financial year 2013-14 only. All figures appearing for previous years are required to be reviewed and adjusted properly.

Reference is invited to Letter No. 42-4(5)/Recon./Accts/2012-13 dated 27.12.2013 & email dated 10.02.2014 wherein Labs were requested to reconcile the balances appearing in Schedule 5 & 8 of Balance Sheet as on 31.03.2013. By taking the closing balance of 2012-13 as opening balances as on 01.04.2013, the adjustment of reconciliation and net addition during the financial year 2013-



14 should tally with the figures appearing in the Balance Sheet as on 31.03.2014.

We are in the process of making certain necessary modifications/changes in IMPACT Software. The instructions explaining such changes/modifications will be issued shortly for follow up at the time of closing of current year's accounts.

It is requested to go ahead with the March Final posting by following the above instructions and generate the Balance Sheet, Income & Expenditure Account, Receipts & Payments Account for the year 2013-14. The Ledgers and the detailed calculations of depreciation can also be generated and kept on records. It is further requested to check the figures as appearing in the current year's accounts against the previous year's figures of annual accounts and ensure their matching with the balances in ledgers.

The March Final posted data of your laboratory alongwith the abstract of closing Cash Book balance, copies of C\_Voucher, S\_Vouchers and Check list, duly filled in as applicable must reach CSIR Hqrs. on or before 15.04.2014. The photocopy of Cash Book page reflecting cash codewise, closing cash balance as on 31.03.2014 duly authenticated by COFA/FAO of the Lab must also be sent.

Once March Final is done and clearance from CSIR Hqrs. has been obtained, the lab can proceed for year-end posting by invoking the command OPNEW14. This will enable the Labs./Instts. to send the posted data for the next financial year.

A certificate to the effect that the closing balances as appearing in the annual accounts do tally with the subsidiary records kept by the lab. be given while forwarding the March Final data.

The copy of this letter alongwith annexures and software for generating annual accounts without final modification can be downloaded from CSIR website [www.csir.res.in/downloads/impact.htm](http://www.csir.res.in/downloads/impact.htm). The modified software will be placed on the site at the earliest.

Yours faithfully,

Encls: As above.

  
(C.S.Malik)

Sr. Dy. Financial Adviser

Copy to:-

- ✓ 1. Head, IT Division- with the request to host the letter on CSIR website.
2. Shri A.Wahid, Consultant, IMPACT- with the request to upload letter, its annexures and software for generating Annual Accounts on CSIR website [www.csir.res.in/downloads/impact.htm](http://www.csir.res.in/downloads/impact.htm).