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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
अनुसंधान भवन 2, रफी अहमद किदवाई मार्ग नई दिल्ली 100001

Council of Scientific & Industrial Research
Anusandhan Bhavan, Rafi Ahmed Kidwai Marg, New Delhi - 110 001

No. 42-1(1)/Comp./Accts/2017-18

Date d: 10.04.2018

Controller of Finance & Accounts/
Finance & Accounts Officer
All National Laboratories/Instt. of CSIR

Sub: Guidelines for preparation of Schedule 18 – Contingent Liabilities and Notes to Accounts for the financial year 2017-18-reg.

Sir/Madam,

Please find attached herewith format of Schedule 18: Contingent Liabilities & Notes to Accounts alongwith the guidelines for its preparation.

The format duly filled in accordance with the guidelines may kindly be sent by 20th April, positively. The soft copy of Schedule 18 in the prescribed proforma may also be forwarded to the following e-mail address:

accounts.csir@csir.res.in

Further, you may kindly ensure that the copy of the same Schedule 18 is annexed to the Annual Accounts of your lab./Instt. Any change in Schedule 18 after sending to CSIR Hqrs. should be brought to our notice.

Yours faithfully,

(S K Vohra)
Dy. Financial Adviser

Encl: as above

Guidelines for preparation of Schedule 18

1. It may kindly be ensured that the figures and other details provided in schedule 18 are correct as the same, after consolidation, will be submitted to PDA(SD) by CSIR Hqrs. Further, please also ensure the same schedule 18 (as provided to CSIR Hqrs.) is annexed to the Annual Accounts of your lab.
2. Please keep ready all subsidiary records relating to the figures of schedule 18 for scrutiny of inspection teams/audit party.
3. Guidelines for each point of Schedule 18 are as follows:-
 - (a) For Point No.1 and 2, details/breakup should be available at the lab/Instt. **It should also match with the details given in checklist. If it differs, please send the revised checklist also.**
 - (b) In Point No.3, under the head Deposits for Externally Funded Projects, the receipt figures in additions should be arrived at by totalling C_Code -R90901 & R90902 whereas the figures of payments made should be the sum total of P90901 and P90902. Closing Balance under the head should tally with the balance appearing under the head "Deposits for Externally Funded Projects" under Schedule 5. It may be noted that R/P9090401 are not to be included in these receipts.
 - (c) In Point No. 4 under the head Prior Period Adjustments, the item-wise detail of Balance Sheet Transfer Entries entered for adjustment of previous year balances through S Voucher be given. The figure appearing here should tally with the head "Prior Period Adjustment" appearing in Income & Expenditure Account.
 - (d) For point 5(a), it has been observed that few labs give details of their Sch.6 here, which is not required. Only those Fixed Assets **which were acquired out of Externally Funded Projects** are to be mentioned. This figure should match with the records maintained at the lab. The total of the amount appearing under the head 'Assets taken into CSIR Account' should match with the figures of the column 'Gross Block' of Point 5(b)
 - (e) In Point 5(b) for Fixed Assets acquired out of Externally Funded Projects and taken into account, the total of all assets in Net Block Column should match with the head "From Externally Funded Projects" in Schedule 1- Capital Fund.

- (f) For Point 6, Advances granted out of Externally Funded Projects outstanding as on 31.03.2018 must be depicted. This figure must match with the ECF OB maintained by the Lab.
- (g) For point 8, the statement of accrued interest on investments made by the lab out of Externally Funded Projects and on Deposits in Margin Money out of Externally Funded Projects will be obtained by lab./Instt. from the concerned bank(s) and reflected here.
- (g) For Point 9(a), Balances in Savings /Current Account should be **as per the Cash Book** and should also tally with the head "Bank Balance in Savings Account" in Schedule 8. In case of accounts in more than one bank, balance as per cashbook for each bank account is to be given and their total should match with the annual accounts.
- (h) For Point 9(b), Balances in Term Deposit Account should tally with the balances appearing in Schedule 8 Current Assets, Loans and advances under the head "Bank Balance in Term Deposit Account" which should also match with the TDRs issued by Bank and physically available with the labs.
- (j) In Point 11, Laboratory/Institute should disclose the material information, if any, the disclosure of which might influence the decision of the users of the financial statements.

SCHEDULE 18: CONTINGENT LIABILITIES AND NOTES TO ACCOUNTS

2017-18

1. Contingent Liabilities:

1.1 Claims against the Council not acknowledged as debts- Rs. -----

1.2 In respect of:

- Bank Guarantees given on behalf of the Council – Rs.-----

- Arbitration and Legal Expenses- Rs.-----

2. Capital Commitments:

Estimated value of contracts remaining to be executed on capital account and not provided for (Net or Advances) -Rs.-----

3. Deposits for Externally Funded Projects:

The details of Externally Funded Projects are as follows:-

	(Amount in Rs)
Opening Balance as on 01.04.2017	
Add: Receipts during the year	
Less: Payments during the year	
Closing Balance as on 31.03.2018	

4. Prior Period Adjustments:-

Adjustments for Rs. ----- were made to rectify the misclassifications which were pertaining to the previous years.

5. Fixed Assets

(a) Details of Fixed Assets purchased out of Externally Funded Projects but not yet taken in Sch 6 'Fixed Assets'.

(Amount in Rs)

Assets	Opening Balance	Additions during the year	Deduction during the year		Closing Balance
			Assets returned to sponsor	Assets taken into CSIR Account	
Land					
Buildings					
Apparatus & Equipment					
Computer Equipment/ Major Computer Software					
Workshop Machinery					
Office Equipment					
Furniture and Fittings					
Models and Exhibits					
Vehicles and Transport					
Electrical Installations and Equipments					
Library Books					
Other Asset Items					
Total					

- (b) Fixed Assets as set out in Schedule-6 include assets purchased out of funds of Externally Funded Projects and have been taken to CSIR account during the year 2017-18. The details of such assets, donated to CSIR or purchased by CSIR and merged in Schedule-6 by corresponding credit to Capital Fund are:-

Assets	Addition (Amount in Rs)		
	Gross Block	Accumulated Depreciation	Net Block
Land			
Buildings			
Apparatus & Equipment			
Computer Equipment/ Major Computer Software			
Workshop Machinery			
Office Equipment			
Furniture and Fittings			
Models and Exhibits			
Vehicles and Transport			
Electrical Installations and Equipments			
Library Books			
Other Assets items			
Total			

6. Advances granted out of Externally Funded Projects as on 31.03.2018 are Rs.-----.
7. In the opinion of the Council, the Current Assets, Loans and Advances have a value on realization in the ordinary, equal or at least to the aggregate amount shown in the Balance Sheet.

- (a) Details of Bank Balances in Savings/Current Accounts

[illegible]

(b) Details of Bank Balance in Term Deposit Account

[illegible]

10. Schedules 1 to 18 are annexed to and form an integral part of the Annual Accounts.
11. Any other Lab related information