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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/2018-19  
Dated: 05-04-2019

**The Sr. Controller of Finance & Accounts**  
**Controller of Finance & Accounts/**  
**Finance & Accounts Officer**  
**All National Laboratories/Institutes, CSIR Hqrs. & their Centers**

**Sub: Closing of Annual Accounts of the year 2018-19**

Sir,

I am forwarding herewith proforma of Check-List **(Annexure-I)** for compilation of the Annual Accounts 2018-19 which may be filled in all respects and forwarded to Hqrs on or before 15<sup>th</sup> April, 2019.

While proceeding for March final in IMPACT Data, kindly ensure that:-

- (1) All columns in the Check List are properly filled in and nothing is left blank. In case the information on any item is Nil or Not Applicable, please indicate so.
- (2) The figures are correctly reflected in Section F (i) and (ii) of Check List for the Assets acquired out of Externally Funded Projects (ECF). Also, ensure that the details of balances reflected in Section F (i) should match with balances in Schedule 18-Notes to Accounts. Similarly, balances in Section F (ii) should match with the figures appearing under the head "Additions during the year - from Externally Funded Projects" in Schedule-1 Capital Fund of the Annual Accounts.
- (3) Total of figures given in Section F (iii), (iv), (v) and (vi) of the check list should match with the total of relevant C-vouchers.
- (4) Outstanding remittance or recoupment on account of GPF/CPF, if any may be settled before close of the financial year. If any amount remains outstanding for remittance/ recoupment that should be properly reflected on asset/liability side of the balance sheet.

Contd. Page 2....

- (5) The budget heads which are not to be operated by labs/Instts. without specific approval from CSIR Hq. are appended at **Annexure-II**.
- (6) All the Audit observations on the lab accounts as communicated by CSIR or by the office of Director General of Audit (SD) are complied with. It may be ensured that necessary TEs in compliance of audit paras have been incorporated.
- (7) The value of closing stock of Inventories as intimated by stores 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 Govt. Grant/LRF/General Receipts heads as the case may be.
- (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**). Kindly ensure that this amount matches with the net addition (Current Year Balance-Previous Year Balance) during the year under the head TDS Refund Due.
- (10) Excess expenditure booked against externally funded projects during the previous years, 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. It may be noted that no excess expenditure is to be booked against externally funded projects as per instructions contained in CSIR OM No.41(43)/2004-IA dated 30.9.2014 (**Annexure IV**).
- (11) The amount of accrued interest on Deposits of Margin Money as on 31.03.2019 out of Govt. Grant may be calculated/ascertained and incorporated in Annual Accounts through 'I' Vouchers. Similarly accrued interest on other deposits may be reflected in relevant records.
- (12) The amount of deposits kept as Margin Money for opening of LC as on 31.03.2019 should match with the closing balances of Schedule-8 of the balance sheet and with the subsidiary records/physical TDRs.
- (13) The balances appearing under Outstanding Expenses, Prepaid Expenses, Income Received in Advance and Accrued Income as on 31.03.2019 after due adjustment made during the year be reconciled with ledgers and reflected properly in annual accounts.



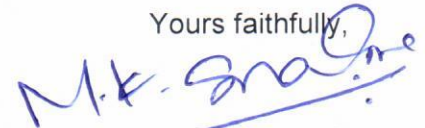
(14) Opening balances in the current year's accounts are correct with reference to closing balance of the previous year.

(15) Compliance of DG CSIR's instructions regarding LRF Expenditure issued vide CSIR OM No.29-2(11)/99(LRF)-Report dated 21.11.2017.(Annexure V).

The March Final posted data of your laboratory alongwith the abstract and 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 15.04.2019. The photocopy of Cash Book reflecting cash code-wise closing cash balance as on 31.03.2019 duly authenticated by COFA/FAO of the Lab must also be sent.

Once March Final is posted, labs can proceed for year-end posting. This will enable the Labs./Instts. to generate and send the posted data for the next financial year to CSIR.

Yours faithfully,

  
(Manish Kumar Sharma)  
Dy. Financial Adviser

Encls: As above.

Copy to:-

1. Head, IT Division- with the request to host the letter on CSIR website.

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**

2, Rafi Marg, New Delhi – 110 001

**Check List for Annual Accounts Compilation  
(Year 2018-19)**

(Please ensure that the figures appearing in check list match with the figures appearing in Schedule-18: Contingent Liabilities & Notes to Accounts of your annual accounts for the year 2018-19)

**A GENERAL**

1. Name of the Laboratory/Institute: \_\_\_\_\_
2. Please ensure submission of following:-
  - (i) March Final Posted Data in a CD/e-mail
  - (ii) Attested copies of Cash Book balances
  - (iii) Copies of 'C' Vouchers
  - (iv) Copies of 'S' Vouchers including prior period adjustments
  - (v) Copies of 'I' Vouchers
3. Please mention total and last number of vouchers under each of the below categories:

Type of Vouchers	R	P	T	C	S	A	I	O
Number of Vouchers								
Last Voucher number								

**B Cash & Bank Balances****I. Balance under Bank Account as on 31<sup>st</sup> March 2019**

<u>Sr. no</u>	<u>Name of the Bank</u>	<u>Branch</u>	<u>Account No</u>	<u>As per Cash Book(in Rs.)</u>	<u>As per Bank Statement (in Rs.)</u>
1					
2					
3					
4			Total		

(A copy of the last page of the Bank Statement/ Cash Book reflecting closing Balance as on 31.03.2019 be enclosed for each Bank Account.)

**II. Balance as per Cash Book as on 31<sup>st</sup> March 2019**

<u>Cash Code</u>	<u>Amount (in Rs.)</u>
P99101	
P99102	
P99103	
P99104	
P99105	
P99106	
P99107	
P99108	
Total	

(The total must tally with the closing balance of the Cash Book(s))

**III. Details of Term Deposits Account as on 31<sup>st</sup> March, 2019**

<u>Name of the Bank</u>	<u>Cash Code</u>	<u>Branch</u>	<u>TDR No</u>	<u>Amount (in Rs.)</u>
			Total	

(Total must tally with the figures in the Balance Sheet under 'Bank balance in Term Deposits Account' and the Investment/Deposits Register)

**IV. Deposit in Margin Money for opening LC**

Balance as per Schedule- 8	Rs. _____
Balance as per L C Register	Rs. _____
Difference, if any	Rs. _____

(This figure must tally with the balance appearing in the Balance Sheet under the head 'Term deposits in margin money for opening LC')

**V. Cash in hand**

Closing balance of Imprest under Subsidiary Cash Book is ` \_\_\_\_\_ which is tallying with the projection under Schedule 8- 'Cash in hand' in the Balance Sheet.

(This figure should be zero at the end of the year.)



**C. Matching of various heads**

Matching of Assets & Liabilities

	L R F( Sch. 2 & 8)	Deposits for Externally Funded Projects (Sch 5 & 8)
<b>(a) Liabilities)</b>		
<b>(b) Assets –Cash &amp; Bank Balance</b>		
(i) Deposits with Bank on savings Account		
(ii) Deposits with Bank on Term Deposits Account		
<b>Total (b)</b>		

[Liabilities (a) must match Assets (b)]

**D. 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. \_\_\_\_\_

**E. Capital Commitments:**

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

**F. Fixed Assets**

- (i) Fixed Assets as set out in Schedule-6 do not include assets purchased out of funds of Externally Funded Projects and have not been taken to CSIR Account. The details of such assets held by CSIR are:-

(Amount in Rs.)

Assets	Opening Balance	Addition during the year	Closing Balance
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			
<b>Total</b>			

- (ii) 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. The details of such assets held by CSIR are:

(Amount in Rs.)

Assets	Addition in Gross 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	

(Figures appearing here must tally with the C-vouchers)

- (iii) Assets transferred (In)

Name of the Assets	Transferring Lab	Gross block of the asset	Accumulated Depreciation	Net block of the asset	Confirmation received?	C-Voucher no
1						
2						
3						
Total						

(Figures appearing here must tally with the C-vouchers)

- (iv) Assets transferred (Out)

Name of the Assets	Transferee Lab	Gross block of the asset	Accumulated Depreciation	Net block of the asset	Confirmation received?	C-Voucher no
1						
2						
3						
Total						

(Figures appearing here must tally with the C-vouchers)



(v) Assets disposed-off

Name of the Assets	Gross block of the asset	Accumulated Depreciation	Net block of the asset	Value realized	C-Voucher no.
1					
2					
3					
Total					

(Figures appearing here must tally with the C-vouchers)

(vi) Assets written-off

Name of the Assets	Gross block of the asset	Accumulated Depreciation	Net block of the asset	Value realized	C-Voucher no.
1					
2					
3					
Total					

(Figures appearing here must tally with the C-vouchers)

**G. Subsidiary Records / Broad Sheets**

Broadsheets/subsidiary records for the following items are maintained and reconciled with the figures appearing in the Balance Sheet

Srl. no	Heads	Balance as per Broad Sheet/Any other records	Balance as per Balance Sheet
1	Deposits For Externally Funded Projects		
2	Deposits For Seminar & Conferences		
3	Earnest Money/Security Deposit		
4	Miscellaneous Deposits & Advances		
5	Provident Fund		
6	New Pension Scheme		
7	Taxes, GPF Other Organisations etc.		
8	Recoveries to be Remitted		
9	Royalty And Premia for Distribution		
10	Outstanding Expenses		
11	Loan to Departmental Canteens		
12	Pay & TA on Transfer		
13	Festival Advance		
14	Flood/Drought/Cyclone Advance		
15	Food Grain Advance		
16	Winter Warm Clothing Advance		
17	Advances to Families of Employees Who Die in Service		



18.	Special Advance for Departmental Purpose		
19	Local Purchase Advances		
20	TA/LTC Advances		
21	Other Advances		
22	House Building Advances		
23	Conveyance Advances		
24	Fan Advances		
25	Computer Purchase Advances		
26	Advance on Capital Account		
27	Advance on Revenue Account		
28	Payments on Behalf of Other Bodies		
29	Deposits with Customs /Govt.		
30	Security Deposit		
31	Permanent Advance		
32	TDS-Refund Due		
33	Excess Expenditure on External Projects-Refund Due		
34	Others (IR Recoupment other than PF)		

**(Differences must be zero)**

#### **H. Deposits for Externally Funded Projects**

The details of Externally Funded Projects are as follows:-

	(Amount in Rs)
Opening Balance as on 01.04.2018	00
Add: Receipts during the year	00
Less: Payments during the year	00
Closing Balance as on 31.03.2019	00

**(Balances must tally with the balances as appearing under schedule 5 )**

#### **I. Prior Period Adjustment:-**

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

**(Please give details of all such entries )**

**J. Accrued Interest**

Details of the accrued interest on investments out of LRF Funds and Externally Funded Projects and deposits in Margin Money out of Externally Funded projects as on 31.03.2019 are as follows:-

<u>Head</u>	(Amount in Rs.)
Accrued Interest on Investments made out of LRF Funds	
Accrued Interest on Investments made out of Externally Funded Projects	
Accrued Interest on Deposits in Margin Money out of Externally Funded Projects	

**K. Advances granted out of Externally Funded Projects as on 31.03.2019 is Rs \_\_\_\_\_.**

- L. Closing Balance of Franking Machine as on 31-03-2019 is Rs. \_\_\_\_\_.  
Necessary TE in this regard has been incorporated in the annual accounts as per instructions issued vide CSIR letter No. 42-3(2)/SAR/Accts/2018-19 dated 28.03.2019.

**M. Any other Lab related information**

**N. Remarks, if any.**

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**O. Certified that**

1. all the investments have been made as per the guidelines issued by CSIR.
2. the Laboratory did not suffer any avoidable loss by investing its fund during the year.
3. the Laboratory did not suffer any loss due to bankruptcy/ closure/winding up of the unit of banks/financial institutions.
4. the TDR/Certificates representing the balance appearing under the deposit heads are physically available with the Laboratory.
5. the current assets, loans and advances have a value on realization in the ordinary course of business, equal at least to the aggregate amount shown in the Balance Sheet.
6. all the Audit para(s) on the Accounts of previous years have been taken care of and corrections, wherever required, have been incorporated in the Accounts.



7. the Main Cash Book balance has been reconciled upto the month of \_\_\_\_\_ with the Bank Statement.
8. the value of inventories as on 31<sup>st</sup> March has been incorporated in the Accounts.
9. the transactions under 'Tran Type – L, C, O have been reconciled with the OB Register.
10. the previous years accrued income, outstanding expenses and prepaid expenses have been adjusted appropriately.
11. the current years accrued income, outstanding expenses and prepaid expenses have been incorporated appropriately.
12. all subsidiary records for Sch. 5 and 8 match with the figure appearing in the annual accounts.
13. DG CSIR's instructions issued vide CSIR OM No.29-2(11)/99(LRF)-Report dated 21.11.2017 have been complied with

Section Officer (F&A)

Sr/Controller of Finance & Accounts/  
Finance & Accounts Officer

## Heads not to be operated by labs/operated with specific authority only

Budget Code	Budget Head	Remarks
P61	NMITLI	Unutilized Grant should not be transferred to CSIR Hqrs. by drawing cheque/DD but by adjusting the amount through transfer of fund as done for other heads.
P62	INTERNATIONAL SCIENCE AND TECHNOLOGY AFFAIRS (IST)	Expenditure can only be booked on specific authority from CSIR Hq.
P63	INSTITUTE OF TRANSLATIONAL RESEARCH (ITR)	Expenditure can only be booked on specific authority from CSIR Hq.
P64	CSIR - 800 PROJECTS	Scheme is merged with National Labs scheme. No expenditure is to be booked without Budget allocation by CSIR Hqrs.
P65	CSIR OPEN INNOVATION PROJECTS	Scheme is merged with National Labs scheme. No expenditure is to be booked without Budget allocation by CSIR Hqrs.
P66	CSIR INITIATIVE FOR INCLUSIVE INNOVATION	Scheme is merged with National Labs scheme. No expenditure is to be booked without Budget allocation by CSIR Hqrs.
P67	NATIONAL CIVIL AIRCRAFT DEVELOPMENT	Scheme is merged with National Labs scheme. No expenditure is to be booked without Budget allocation by CSIR Hqrs.
P801	INTERNATIONAL SCIENTIFIC COLLABORATION	Expenditure can be booked on specific authority from CSIR Hq. only
P802	POLYTECHNOLOGY CENTRES (PTCS)	No expenditure is to be booked by the labs
P803	TECHNOLOGY UTILISATION (OPERATED BY CSIR)	No expenditure is to be booked by the labs
P805	HUMAN RESOURCE DEVELOPMENT	No expenditure is to be booked by the labs
P807	PUBLICITY & EXHIBITION (CSIR HD. QTR.)	Not to be operated by the labs without specific approval
P808	OTHER EXPENDITURE/GRANTS	Not to be operated by labs without specific approval from Hq.
P809	WORLD BANK GRANT/AID PROGRAMME	Not to be operated by labs without specific approval from Hq.
P83	INDUSTRIAL RESEARCH ASSOCIATIONS	Expenditure can be booked on specific authority from CSIR Hq. only
R909	DEPOSITS FOR OUTSIDE PROJECTS - (ECF)	Do not take expenditure of sister labs in this head
P90511	IRF INVESTMENT (CSIR HQ)	Investment not to be made by labs out of govt. grant
R0650501	IRF/CAPITAL FUND	Not to be operated by labs
P9010107	CSIR SPORTS PROMOTION BOARD	Not to be operated by labs
R02	GRANT RECEIVED	Not to be operated by labs
P12140	CONTINGENCIES	Only detailed head to be used
P12160	MAINTENANCE OF BUILDING	Only detailed head to be used





वित्तीय सलाहकार  
Financial Adviser

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

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

**Council of Scientific & Industrial Research**

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

42-1(1)/Accounts/Compilation/2005-06

Dated 31.03.2006

To  
The Controller of Finance & Accounts/  
The Finance & Accounts Officer  
All the National Laboratories & its Centres  
Council of Scientific & Industrial Research

Sir,

It has been pointed out by audit that TDS deducted at source – refund due from Income Tax department was not projected in the Accounts of CSIR. Projection of TDS in the Accounts is also a requirement of Income Tax authority for claiming refund. Audit also pointed out that some of the laboratories have made excess expenditure over receipts on some externally funded projects undertaken by them and no provision was made in the accounts to project the same under current assets. Moreover, the provision for retirement benefits were not made in the Accounts so far. To address the audit criticism, following changes have been made in impact software which is being forwarded to you shortly:

#### Tax Deducted at source

At present the net receipts after deducting the TDS are taken into respective heads of accounts.

Considering the above it is suggested to provide a separate classification code for debiting the TDS and crediting the same on its refund. The following classification codes are opened for debiting the TDS and crediting the same on its refund:

P 90813	-	Tax Deducted at Source(TDS) – Refund due
R 90813	-	Refund of Tax Deducted at Source(TDS)

Necessary modification has been made in Balance Sheet software to project the balance of TDS not yet refunded by I T department under Current Assets.

The laboratories are requested to review all the TDS during the year 2005-06 and to make necessary TE by debiting P90813 and crediting the respective heads of receipts alongwith Cash code adjustment, if required, before closing of March Final for the year 2005-06.

The laboratories shall maintain a separate register to monitor the TDS and the balance worked out as per the register shall tally with the figures appearing under this head under Current Assets in the Balance Sheet.

P9090401	Excess expenditure – Adjustment outstanding
R9090401	Adjustment of Excess Expenditure

The laboratories are requested to work out the closing balance of each project and excess expenditure, if any, in any project may be transferred to newly opened heads by following TE:

	Dr. P9090401	(Amount of Excess Expenditure)
(-)	Dr. P90901/P90902	-do-
	(relevant project)	

On receipt of next installment from the funding agency the credit shall be given as follows:

Cr. R9090401	(Amount of Excess Expenditure)
Cr. R90901/R90902 (relevant project)	(Balance amount after adjusting excess expenditure)

Under this system, total of R909 and P909 shall project the receipts and expenditure under externally funded projects. The above exercise shall be done before close of the March final for 2005-06.

### Provision for pension liabilities

On adoption of accrual system of accounting in standard format prescribed by Govt. of India, it has become essential to provide for pension liability in the accounts of every year. The Actuarial has been appointed and the amount to be provided in the Accounts for 2005-06 is being worked out and shall be communicated to you shortly..

The pension liability as worked out by the actuarial valuer may be incorporated in the accounts through a C-Voucher for which the following source codes may be introduced:

	<u>Ledger</u>	<u>C Code</u>	<u>Source</u>
Gratuity	L05007200	P80403	72
Pension	L05007300	P80401	73
Leave Encashment	L05007400	P80413	74

The amount so entered in accounts shall be projected in 'Schedule 5 – Current Liabilities & Provisions' and also in 'schedule 12 – Establishment Expenditure' annexed to the balance Sheet.

Yours faithfully,

Yours faithfully,

Rattan Lal Sharma

Sr. Deputy Financial Adviser



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No. 41(43)/2004-IA

Dated 30.09.2014

To,

Directors/Heads  
All National Labs./Instts./Hqrs./Units of CSIR

Sub: Excess expenditure in Externally Funded Projects

Sir/Madam,

It has been brought to notice through the Internal Audit Inspections of various CSIR Labs./Instts. that in some of the CSIR Labs./Instts., a no. of externally funded projects have expenditure in excess of receipts resulting in negative balance in the concerned Project's account.

In this regard, it is stated that under no circumstances, the expenditure in a project should be allowed to exceed the receipt(s) in that project. Any payment in excess of receipt in any project shall be viewed seriously. Monitoring of expenditure in all such cases is the responsibility of Finance & Accounts Head of the concerned Lab./Instt.

This issues with the approval of FA, CSIR.

Yours faithfully

(R.L. Sharma)  
Sr. Dy. Financial Adviser

Copy to: CoFAs/FAOs of all Labs./Instts./Hqrs./Units of CSIR for strict compliance

Head IT: With the request to host it on  
CSIR Website

CONCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
RAFI MARG, NEW DELHI-110 001

Annexure V

No. 29-2(11)/99(LRF)-Report

Dated: 21.11.2017

OFFICE MEMORANDUM

Sub: Assurance from CSIR Management to CAG Audit – regarding LRF.

While issuing final vetting comments on C&AG para No 3.1 reports No. 5 of 2000 titled "Utilization of lab reserve fund", Office of the Principal Director of Audit (Scientific department) has sought an assurance from CSIR management for non-recurrence of instances mentioned by them in the said audit para.

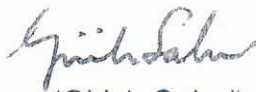
2. In pursuance of draft CAG audit para, a high-power committee was constituted to examine the issue raised therein. On the recommendation of the committee, and with the approval of the Governing Body CSIR, guidelines related to expenditure from LRF had been revised and notified/ circulated vide letter No. 1(11)/Acctt./2000-2001 dated 4.9.2000 (copy enclosed).

3. Since CSIR has already considered the issue raised by Audit, CSIR management has given an assurance to CAG audit that CSIR Labs/ Institutes will strictly adhere to the approved guidelines notified vide letter No. 1(11)/Acctt./2000-2001 dated 4.9.2000.

4. Therefore, Directors of all Labs/ Institutes and the Head of all units of CSIR are hereby directed to *ensure strict adherence to the guidelines as notified vide letter No. 1(11)/Acctt./2000-2001 dated 4.9.2000.*

5. It will be the responsibility of the Director/ Head of the Lab/ Institute/Unit of CSIR to ensure the compliance of guidelines on this matter and give a certificate to the effect that "It is hereby certified that all expenditure from the LRF/ LHRF for the financial year \_\_\_\_\_ was incurred as per the guidelines circulated vide CSIR letter no 1(11)/Acctt./2000-2001 dated 4.9.2000. It is also certified that all norms, procedures, rules, regulations and instructions applicable for incurring expenditure from Govt. Grant were equally applied to expenditure from LRF/ LHRF. ". The certificate may be attached with the Balance Sheet of the relevant financial year of the Lab/ Institute/ unit.

6. Check list for following the above referred guidelines is also annexed for compliance.

  
(Girish Sahni)  
Director General, CSIR

Copy to:

- 1) Joint Secretary, CSIR
- 2) Financial Adviser, CSIR
- 3) Director/ Head of all Labs/ Institutes/ Units
- 4) All Sr.CoA/ Sr. DS/ CoA/ DS/ AO/ US
- 5) All Sr.CoFA/ CoFA/ DyFA/ FAO
- 6) Head IT with request to host the OM on Web Site



## Checklist regarding expenditure from LRF in 20--\_\_ - 20--

a) Expenditure from LRF has not been incurred for the Financial assistance to any NGO and/ or private body	<input type="checkbox"/>
b) Expenditure from LRF has not been incurred for Gift & Mementos	<input type="checkbox"/>
c) Expenditure from LRF has not been incurred for Celebration of non-S&T events/ days	<input type="checkbox"/>
d) Expenditure from LRF has not been incurred for Mobile phone bills	<input type="checkbox"/>
e) Expenditure from LRF has not been incurred for OTA/ Honorarium/ Night duty Allowance other than for R&D work	<input type="checkbox"/>
f) Expenditure from LRF has not been incurred for Foreign Travel except for business development	<input type="checkbox"/>
g) Expenditure from LRF has not been incurred for LTC & Transfer TA	<input type="checkbox"/>
h) Expenditure from LRF has not been incurred for Advertisement except when related to R&D and business development	<input type="checkbox"/>
i) Expenditure from LRF has not been incurred for Staff/ Welfare Club activities	<input type="checkbox"/>
j) Expenditure from LRF has not been incurred for Hotel/ Guest house charges except for S&T and business development purposes	<input type="checkbox"/>
k) All norms, procedures, rules, regulations and instructions applicable for incurring expenditure from Govt. Grant have been equally applied and followed for expenditure from LRF as per guidelines issued vide CSIR letter No. 1(11)/Acctt./2000-2001 dated 4.9.2000.	<input type="checkbox"/>

(Head of Division)

(Director)

(87)

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI 110 001

No. 1(11)/Acctt./2000-2001

Dated 4th September, 2000

To  
Heads of all National Laboratories / Institutes.

**Subject : Laboratory Reserve Fund scheme - Review**

The proposal to create a Laboratory Reserve Fund (LRF) Scheme with facility to create, utilize, retain and carry forward it for capital and revenue expenditure, to supplement the budgetary resources, was approved by CSIR Governing Body (GB) in 1992. The scheme had the concurrence of CAG of India. Subsequently, some more receipts were allowed to be credited to LRF. These subsequent changes were ratified by the CSIR GB in its 147th meeting held on 9.12.1999. In this meeting, the Governing Body, CSIR also approved setting up of Headquarter Reserve Fund (HRF) re-designating the existing title of the 'Laboratory Reserve Fund Scheme' to 'Laboratory and Headquarters Reserve Fund' Scheme which was notified vide O.M. of even No. dated 17th May, 2000.

In the meantime Audit had issued a draft review on the generation and utilization of the Laboratory Reserve Fund.

Taking cognizance of the draft audit review, the Director-General, CSIR appointed a high level committee to study the LRF in its entirety and to suggest the system of checks and balances further needed to ensure its utilization in the intended direction. The Committee submitted its Report, which was accepted by the Director General and also placed before the Governing Body in its 148<sup>th</sup> meeting held on 2<sup>nd</sup> June, 2000.

Accordingly, the procedure for generation and utilization of 'Laboratory/Headquarter Reserve Fund' will henceforth be as mentioned below:

**1. Title of the Scheme**

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The title of the scheme will be "Laboratory & Headquarter Reserve Fund" (LHRF) in place of "Laboratory Reserve Fund" (LRF).



2. Generation of LHRF

2.1. The following receipts will continue to be credited to LHRF:

- a) Royalty & Premia (from licensing of IPR)
- b) Consultancy Fee
- c) Sponsored Project fee
- d) Overhead Charges
- e) Non refundable balance of closed project/job work
- f) Job work charges
- g) Testing and analytical charges
- h) Computer charges
- i) Other Technical Services
- j) Use of Lab. infrastructure for sponsored/consultancy & other projects
- k) Interest on investments of Laboratory reserve
- l) Interest on investment of sponsored/consultancy project funds
- m) Net earnings from Major facilities
  - i. Pilot Plant - Excess of receipt over expenditure
  - ii. C-MMACS - Excess of receipt over expenditure
  - iii. NTAF - Excess of receipt over expenditure

NB: The following receipts, however, will not be included in LHRF:

- (a) Amount of Interest earned on investment of sponsored/consultancy/Grant-in-aid projects fund adjustable and/or refundable to the funding agency.
- (b) Distributable portion of Royalty & Premia.
- (c) Distributable portion of Consultancy/Contract R&D and Intellectual fees from Technical Services.

Headquarters Reserve will include the following components in addition to the receipts vide para 2.1 above:-

- i. 1% of annual foreign business earnings generated by all laboratories.
- ii. 1% of annual intellectual property and technology licensing fees received by all laboratories.
- iii. 1% of laboratory reserve generated during the previous year by the laboratories, assisted by the HQ. to move on the path of self-sufficiency (at present IIP & IICT).
- iv. 1% of laboratory reserve generated by laboratories, assisted by the HQs. to acquire ISO 9000 (at present NML& CMER!)

### 3. Budgeting of LHRF

- (a) Each laboratory shall at the time of formulation of its annual budgetary requirements (Estimates) indicate the following in respect of LHRF:
  - Balance at the beginning of the financial year.
  - Anticipated generation during the financial year.
  - Proposed utilisation under each budget sub-head.
- (b) The proposal made at the Budget Estimate stage should be reviewed and proposed utilisation revised, if necessary, at the Revised Estimate stage.
- (b) CSIR would include the estimated utilisation of LHRF alongwith other internal receipts, when projecting budgetary requirement, to Ministry of Finance.
- (c) LHRF will continue to remain with the laboratory that generates it.

### 4. Utilisation of LHRF

4.1. Utilisation of LHRF is permitted for all revenue and capital expenditure as for budgetary grant. The broad sub-heads are as follows:

- **Revenue Heads**

- (a) Pay & Allowances
- (b) Traveling Allowances
- (c) Contingencies
- (d) Maintenance
- (e) Chemicals & consumables

- **Capital Heads**

- (a) Land
- (b) Works
- (c) Services
- (d) Apparatus & Equipment
- (e) Office Equipment
- (f) Furniture
- (g) Computer Equipment
- (h) Library Books
- (i) Vehicles & Transport
- (j) Workshop Machinery
- (k) Models & Exhibits
- (l) Tools & Plants



4.2 Expenditure on the following items is also permitted in addition to the heads mentioned in para 4.1.

- Re-payment of World Bank Loan and service charges
- Interest earned & claimed by funding agency [reference item no (L) of para 2.1].
- Liabilities and damages arising out of contract R&D, consultancy, technical services or IPR licensing
- Payment of share of intellectual fees/honorarium (only in respect of past cases where credit was afforded to LRF))
- Transfer to Headquarter Reserve Fund
- Human Resource Development
- Computerisation and information systems
- Modernisation of equipment
- Construction & Maintenance of Scientists Apartments/Staff Quarters.

4.3 The expenditure on activities/items/purposes indicated below will not be permissible from LHRF: -

- Financial assistance to any NGO and/or private body
- Gifts & mementos
- Celebration of non-S&T events/days
- Mobile phone bills (as per standing instructions)
- OTA/Honorarium/Night duty Allowance other than for R&D work
- Foreign Travel except for business development
- LTC & Transfer TA
- Advertisement except when related to R&D and business development
- Staff/Welfare Club activities
- Hotel/Guest house charges except for S&T and business development purposes.

5. Norms & Procedure:

- (a) All norms, procedures, rules, regulations and instructions applicable for incurring expenditure from Govt. Grant will equally apply to expenditure from LHRF and should be strictly followed;

Each Laboratory & CSIR Headquarters should endeavour to utilise a substantial part of the LHRF generated in the previous year to supplement the budgetary resources. Normally the LHRF utilisation in a year should not be less than one-third of the amount generated in the previous year.

(c) In order to facilitate proper planning and efficient cash management temporary booking of expenditure on all permissible activities and purposes may be allowed from LHRF subject to adjustment on receipt of budget allocation.

(d) Director in the National Laboratory & Director General in CSIR Headquarters will have the power to sanction expenditure from LHRF within the delegated powers.

## 6. Accounting procedure

Accounting procedure as per CSIR's IMPACT Manual will continue to operate with following modifications under receipt heads: -

C-Code	Heads of Receipts
R07101	a) Royalty & Premia (from licensing of IPR)
R07102	b) Consultancy Fee
R07103	c) Sponsored Project fee
R07104	d) Overhead Charges
R07105	e) Non refundable balance of closed project/job work
R07106	f) Job work charges
R07107	g) Testing and analytical charges
R07108	h) Computer charges
R07109	i) Other Technical Services
R07110	j) Use of Lab. infrastructure for sponsored/ consultancy projects
R07111	k) Interest on investments of Laboratory reserve
R07112	l) Interest on investment of sponsored/consultancy and other project funds
R07113	m) <b>Net earnings from Major facilities</b>
R0711301	i. Pilot Plant - Excess of receipt over expenditure
R0711302	ii. C-MMACS - Excess of receipt over expenditure
R0711303	iii. NTAF - Excess of receipt over expenditure
	<hr/> Sub Total <hr/>
R07114	n) <b>Transfer from LRF to Headquarters Reserve</b>
R0711401	i. 1% of annual foreign business earnings generated by laboratory
R0711402	ii. 1% of annual intellectual property and technology licensing fees received by laboratory
R0711403	iii. 1% of laboratory reserve generated during the previous year ( presently by IICT, NML, IIP & CMERI)



While remitting the CSIR's share of reserve, the Laboratory will debit by minus credit to concerned C\_Code from R0711401 to R0711403 using Cash Code P99106. While forwarding the cheque/demand draft, the Laboratory will indicate C\_Code(s) under which the amount has been debited so that CSIR Headquarters may afford credit to the same C\_Code(s). In the consolidated CSIR account, prepared after merging the accounts of all laboratories & CSIR Hqrs., no figure should appear under these heads. The transfer will be effected from the financial year 2000-01 based on the generation of LRF in 1999-2000.

*Pravin Tripathi*  
4/9/2000

(Pravin Tripathi)  
Financial Adviser.

Copy to:

1. Sr. FAO / FAO of all National Laboratories
2. At HQs. For:
  - (a) Joint Secy. (Admn.), CSIR
  - (b) Head, RPBD/STMD/ISTAD/HRDG/IPMD/Computer Div./USC/USP
  - (c) All PTCs
  - (d) Dy. FA (Finance & Report), CSIR
  - (e) Sr. FAO (Audit), CSIR
  - (f) Sr. FAO (Budget), CSIR
  - (g) FAO (Cash), CSIR
  - (h) FAO (Accounts), CSIR
  - (i) Shri A. Wahid, Head, IMPACT Software Team

37 Lakh only Rent (only in F-45)  
4 Lakh by Room Rents  
(R071, R0500, R0500, R0500, R0500)  
7 PTC by only Rent

