



No. 42-1(1)/Comp./Accts/2016-17

Dated: 29.03.2017

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 2016-17-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 28th April, 2017 positively. The soft copy of Schedule 18 in the prescribed proforma may also be forwarded to the following e-mail address:

accounts.csir@gmail.com

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 made in Schedule 18 after sending should be brought to the notice of CSIR Hqrs.

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 7, 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 8(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 8(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.
- (i) For Point 9, Advances granted out of Externally Funded Projects outstanding as on 31.03.2017 must be depicted. This figure must match with the ECF OB maintained by the Lab.
- (j) In Point 12, 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

2016-17

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 01.04.2016 | |
| Add: Receipts during the year | |
| Less: Payments during the year | |
| Closing Balance as on 31.03.2017 | |

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 | Addition 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 2016-17. 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. 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.
7. Accrued Interest on investments made out of LRF has been depicted in Schedule 2 & Schedule 8 of Balance Sheet from the year 2016-17. The details of the other accrued interest as on 31.03.2017 are as follows:-

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

8. The details of balances in Savings /Current Accounts and Fixed Deposits Account with Banks as indicated in Schedule-8 are shown below:

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

| Name of Bank | (Amount in Rs) |
|--------------------------------|----------------|
| State Bank of India | |
| State Bank of Mysore | |
| State Bank of Hyderabad | |
| State Bank of Bikaner & Jaipur | |
| State Bank of Travancore | |
| Syndicate Bank | |
| Indian Bank | |
| Andhra Bank | |
| Bank of Maharashtra | |
| Union Bank of India | |
| Total | |

(b) Details of Bank Balance in Term Deposit Account

[illegible]

9. Advances granted out of Externally Funded Projects as on 31.03.2017 is Rs.-----.
10. All provisions made in the annual accounts are based on the Sixth CPC.
11. Schedules 1 to 18 are annexed to and form an integral part of the Annual Accounts.
12. **Any other Lab related information**

Section Officer (F&A)

Finance & Accounts Officer

**Controller of Finance &
Accounts Officer**