Financial Adviser

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली – 110 001
Anusandhan Bhavan, 2, Rafi Marg, New Delhi - 110 001

No.31-3(49)/2011-12-Bud
Dated : 06th Feb, 2012

To

The Controller of Finance & Accounts/
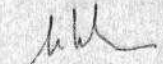Finance & Accounts Officer
of all National Lab./Instt.

Subject :- <u>Transfer of fund for the month of March, 2012</u>

Madam/Sir,

As you are aware, transfer of fund to the Lab./Instt. is made on the basis of allocation under different budget heads including expenditure under Centrally Operated Heads and after adjusting misc. receipt realized under C-codes R05, R06 & R906. The necessary **proforma** for requisition of transfer of fund by the Lab. for the month of March, 2012 is enclosed.

It is, therefore, requested to send the requirement of transfer of fund of your Laboratory/Institute for March, 2012 in the prescribed format. The proforma duly filled-in should be sent to Budget Division latest by **9th of March, 2012** so as to enable transfer of fund well in time. In case any subsequent allocation/surrenders is made before close of the financial year , the necessary cash adjustment be made before 31st March 2012. It may be ensured that at the close of the financial year, the Lab. does not have minus/undue excess cash balance under the Cash Code P-99102.

Yours faithfully,

(C.S. Malik)
Sr.Dy.Financial Adviser

Encl : as above

NAME OF THE LAB./INSTT. : _____

Requirement for transfer of fund for the month of March, 2012

A) Total Requirement

(1) (a) Total Budget Allocation during 2011-2012 under the scheme
"National Lab. & "Central Admn" (Pension+Long Term Advances)   Rs._____

     (b) Carry forward of previous year's Grant utilised upto 30.9.2011
and for which cash was not transferred last year.   Rs._____

     (c) Total allocation (a+b)   Rs._____

     (d) **Less** surrender of Budget Allocation (which has not been
reduced from (a) above and unutilized amount of carry forward
against which cash was transferred during 2011-12
(Please furnish Head-wise, Project-wise break-up)   (-)   Rs._____

            Net allocation (c-d)   Rs._____

Add

(2) (i) Expenditure incurred upto 28.2.12 under Centrally Operated Heads
(P80, P81 & P82) **other than Pension and Long Term
Advances)**   Rs._____

     (ii) Anticipated expenditure under the heads at 2(i) above
for the month of March'2012   Rs._____

            Sub Total 2 [(i)+(ii)]   Rs._____

                 Total A (1+2)   Rs._____

B) Deduct

     (a) Opening Cash Book Balance under P99102 as on 1.4.2011   Rs._____

     (b) Amount transferred upto 28th Feb. 2012   Rs._____

     (c) Revenue Receipts (R05+R06+R906) upto 28.2.2012   Rs._____

     (d) Expected Revenue Receipts (R05+R06+R906)
during March, 2012   Rs._____

     (e) Refund of Capital Expenditure of previous year, if any   Rs._____

                 Total (B)   Rs._____

C) Amount required to be transferred.
                 (A-B)   Rs._____

D) Add :
Anticipated funds requirement for the Ist week of April'2012
i) Salary for March' 2012   Rs._____
ii) Other Committed revenue expenditure   Rs._____
iii) **Less** : Automatic Transfer of funds for March   (-) Rs._____

Net requirement of cash for April'2012 Total : D   Rs._____

Total transfer of fund required (C+D)   Rs._____

**Controller of Finance & Accounts/
Finance & Accounts Officer**

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	DETAILS OF FUND RECEIVED DURING 2011-12		
MONTH	DATE OF CREDIT BY BANK	DATE OF CREDIT IN CASH BOOK	AMOUNT IN LAKH OF RS.
TOTAL			

OPENING BALANCE

CASH CODE	DESCRIPTION	AS ON 1ST APRIL	AS ON 1ST DAY OF CURRENT MONTH
P99102	Laboratory Fund		
P99103	Spon/Cons/Gr.in Proj		
P99104	World Bank Loan		
P99106	Laboratory Reserve		
P99107	Other Deposits		
	TOTAL		