

Council of Scientific & Industrial Research

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

No. 42-9(1)/Misc./Accts/2015-16

Date: 02.11.2016

OFFICE MEMORANDUM

Sub:- Timelines for disposal of various receipts/references at Central Accounts Division, CSIR Hqrs.-reg.

Ref. : OM No. 5-1(335)/2016-PD dated 19.04.2016

In compliance of the instructions on the enhancement of administrative efficiency and productivity at CSIR, Hqrs. issued vide OM referred above, the timelines for disposal of various receipts/references at Central Accounts Division, CSIR Hqrs. have been fixed which may be seen in the enclosed Annexure.


(Geeta Sibal)

Finance & Accounts Officer

Copy to:

1. All the Divisional/Sectional Heads of CSIR Hqrs.
2. US, O/o DG, CSIR
3. US to JS (Admn.)
4. PS to JS & FA, CSIR
5. Sh. S.K. Vohra, Dy. FA
- ✓ 6. IT, Division for updating CSIR website
7. Office Copy

Central Accounts Division

Sub:- Timeline for disposal of various receipts/references in Central Accounts Division, CSIR Hqrs.

A. Monthly Activities

Sl. No.	Activities	Time	Remarks
I.	IMPACT Data		
	1. Receipt of data in CSIR Hqrs.	5 th day of every month	
	2. Sending Reminders to Labs in case of non-receipt of data	Next working day after due date	
	3. Processing of data (by IMPACT Division)	3-5 working days after receipt of data	
	4. Co-ordination with labs for any short-coming in data	2-3 working days after receipt of data	
	5. Generation of expenditure statements/ LRF/ ECF/ other statements for reporting to higher authorities	By 10 th of every month	

B. Annual Activities

Sl. No.	Activities	Time	Remarks
I.	Submission of Consolidated Annual Accounts of CSIR		
	1. Preparation of lab's Balance Sheets	On monthly basis from Nov. onwards.	Consolidated Annual Accounts to be submitted to PDA latest by 30 th June every year i.e. the prescribed due date.
	2. Checking of opening balances of Annual Accounts all 41 labs.	10-12 working days after receipt of Balance Sheet from IMPACT	
	3. Preparation of format for discrepancy sheet	5-7 working days after receipt of Balance Sheet	
	4. Checking of cash balances, minus balances, static balances investments, prior period expenditure, c-vouchers & other heads.	8-10 working days (Every time new Balance sheet is prepared.)	

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5. Preparation of discrepancy sheet on the Balance Sheets of all 41 labs and forwarding them to the labs.	6-8 working days after receipt of Balance Sheets from IMPACT
6. Check List and Sch 18 from all CSIR labs <ul style="list-style-type: none"> • Consolidation and finalization of format of Sch 18 • Sending letter along with format to all CSIR labs • Checking of Sch 18 and checklist received from labs. for completeness • Compilation of Sch 18 in Excel Sheet • Incorporation of totals of Excel Sheet into Word File for annexing with Balance Sheet • Updation of both compilation of Sch 18 and check list in Excel Sheet as and when fresh statements are received from labs 	3-5 working days (in March) 3-5 working days after approval 5-7 working days after receipt 10-15 days after receipt of data from all labs. 3-4 working days after data is ready in excel format 2-3 working days (Every time new Sch.18/checklist is prepared)
7. Preparation of supporting papers for approval of Competent Authorities	5-7 working days after the word format of Sch. 18 is ready.
8. Correspondence/Co-ordination with each lab to get the Balance Sheet corrected	On going process (till the time the balance sheet is finalised)
9. Consolidation of all Balance Sheets	10-15 working days (after finalization of individual labs Balance Sheets)
10. Formatting/Printing/Binding of Balance sheet (after approval)	5-7 working days after getting approval
11. Uploading of lab's Annual Accounts	8-10 working days after finalisation of Annual Accounts
12. Preparation of CDs containing data & dispatch to all CSIR labs along with instructions (by IMPACT Division).	8-10 working days after submission of balance sheet to PDA
13. Printing /Checking of labwise & schedulewise Annual Accounts and consolidated Receipts & Payments Account	15-20 working days after preparation by IMPACT Division
14. Checking of signed Balance sheet of each lab. after receipt from labs & communication of discrepancies	10-15 working days after receipt of Balance sheet

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II.	15. Sending to Hindi Division for translation	10-15 days after finalisation	Labwise data in the prescribed formats will be submitted to Actuary by 01 st March of every year.
	16. Checking of hindi version of Annual Accounts	5-6 working days after receipt from Rajbhasha	
	Actuarial Valuation		
	1. Preparation of formats for circulating to labs. to seek actuarial valuation information	5-7 working days (around mid November)	
	2. Approval of formats by higher authorities	3-5 working days after finalisation of format	
	3. Sending letter to all 41 CSIR labs asking for actuarial data	3-5 working days after getting approval	
	4. Checking the format/completeness of data	5 -7 working days after receipt of data	
	5. Putting up file for sending reminder to labs who have not sent the data/sent it in improper format/left some cells blank.	Regularly after checking of the formats	
	6. Preparing Zip files and forwarding of data of all CSIR labs to Actuary	3-5 working days after data is ready in all respects	
	7. Preparation of summary of data received from actuary	6-8 working days after receipt of report from Actuary.	
III.	8. Incorporation of data in Balance Sheets of labs (by IMPACT Division)	8-10 working days after communication or as and when next balance sheet is prepared	Audit starts in July-August and may continue for 2-6 months
	9. Checking whether the actuarial valuation data is correctly incorporated in Annual Accounts	6-7 working days on receipt of provisional Balance Sheet from IMPACT	
	Coordination of SAR Audit		
	1. Intimation of audit schedule to labs	3-5 working days after receipt from PDA	
	2. Coordination with SAR audit at CSIR	From the start of audit till its completion (2-6 months)	
	3. Reply of Audit Memos (SAR)		
	a) Forwarding of Memo to concerned section/labs by hand/e-mail/letter	2-3 working days after receipt of memo	

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	b) Telephonic/written reminders to concerned section labs./section c) Submission of reply to audit	Periodically after due date 2-3 working days after receipt of reply/approval (depending on availability of audit team)	
IV.	Reply to Draft SAR 1. Preparation of SAR lab-wise and circulation to the concerned labs. 2. Telephonic and written reminders to concerned labs./sections 3. Checking of replies for compliance/ supporting papers etc. 4. Co-ordination with labs.for any additional requirement 5. Preparation of consolidated reply of SAR 6. Making amendments/ corrections as suggested by higher authorities & correspondence with labs., if required 7. Submission of Draft SAR reply to PDA	8-10 working days after receipt of Draft SAR Periodically after due date 3-5 working days after receipt of reply 3-5 working days after receipt of reply 12-15 working days after receipt of replies 5-7 working days 2-3 working days after final approval	Consolidated reply on Draft SAR will be submitted to PDA within 15-20 working days from the receipt of the draft SAR .
V.	Filing of Income Tax Return 1. Putting up file for sending instructions to all labs to send their original form 16 to CSIR Hqrs. 2. Reminder mail to labs. 3. Feeding of Form 16A in Excel Sheet 4. Co-ordination with CA for Income Tax Return of CSIR or any other communication received from Income Tax Deptt. 5. Provide all supporting papers/ information required by CA	3-4 working days Periodically after due date 2-3 working days (on receipt of form) On need basis 2-3 working days after receipt from other labs./Division	By due date i.e. 30 th Sept of every year

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C. Activities on day to day basis

I.	Agenda Item for GB/ Society Meetings		
	1. Obtaining concerned data from IMPACT & Budget Division	3-4 working days after communication is received for the meeting	
	2. Analysis and feeding of data into desired format & preparation of Agenda Item	5-6 working days after getting information	
	3. Preparation of comments on SAR for GB/Society meeting by sending concerned para to labs concerned division for fresh reply, wherever required.	10-15 working days after the receipt of updated replies from labs.	Agenda Item alongwith the comments on SAR will be submitted to the concerned Division within time prescribed by them.
	4. Preparation of brief for society	3-4 working days after preparation of Agenda /Comments	
	5. Forwarding through hardcopy & mail to the concerned Section/Division	2-3 working days after finalization	
II.	TDS Refund		
	1. Co-ordination with other CSIR departments for obtaining information required by CA	2-3 days after demand of CA	
	2. When refund is received from Income Tax Deptt., checking of amount outstanding in annual accounts of all labs./Instts.	5-7 working days after receipt of intimation in this division	
	3. Issue of instructions to labs to send summary of statements of TDS reflected in Annual Accounts	5-7 working days after receipt of intimation in this division	
	4. Putting up of file for refund	4-6 working days after receipt of information from all concerned labs.	
	5. Approval of Competent Authority for distribution/ Issue of OM	4-6 working days	
	6. Individual letters to all CSIR labs. required amount being reimbursed	3-5 working days	

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	7. Income Tax related queries of labs	10-15 working days after taking due approvals.	
III.	Miscellaneous Communication with labs./other Divisions of CSIR		
	1. Forwarding CD's containing annual accounts & the updated software	5-7 working days after receipt from IMPACT	
	2. Instructions to labs for reconciliation of record and other miscellaneous matters as well as monitoring	On going process	
	3. Checking of hindi version of SAR	5-7 working days after receipt from Rajbhasha Division	
	4. Preparation of 50-60 copies of annual accounts & its checking before forwarding to Policy Division every time it is placed in GB, Society and Parliament	As and when demanded by Policy Division	
	5. Correspondence with all CSIR labs for miscellaneous details /information like details of royalty, premia, land & building, subsidiary records etc.	As and when demanded	
	6. Follow up for point 5 above	Periodically after due date	
IV.	Miscellaneous files received from other Divisions of CSIR like RTI, Parliament, IR, Audit Paras, etc.		
	1. Obtaining concerned data from IMPACT/Labs	2-3 working days after receipt of file	
	2. Compilation of information into desired format for sending to concerned division	3-4 working days after receipt of data from IMPACT	
	3. Preparation of IFD/submission of reply to Concerned Division	2-3 working days after approval	
V.	Queries received from Labs.		
	1. Obtaining concerned data from IMPACT	2-3 working days after receipt of file	
	2. Compilation of information into desired format for sending to concerned lab	3-4 working days after receipt of data from IMPACT	
	3. Preparation of IFD/ submission of reply to Concerned Division	2-3 working days after approval	

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