



CSIR  
The Innovation Engine of India

महेन्द्र कुमार गुप्ता  
MAHENDRA KUMAR GUPTA

संयुक्त सचिव  
Joint Secretary



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 42-4(4)/ERP/Accts/2021

Dated 4<sup>th</sup> March, 2024

To: Directors/Heads,  
All National Labs/Instts/Units of CSIR

विषय/Sub: Sensitization of Officers/Staff for timely & smooth annual closing of financial year 2023-24 along with timely preparation/compilation of annual accounts-reg.

Sir/Madam,

As you are aware that Accounts Manager Software (AMS) has been implemented across CSIR w.e.f. 01<sup>st</sup> April, 2023. After 11 months of successful running of software and processing of all financial transactions through it; we are now approaching the closing of the financial year 2023-24.

2. The annual closing is always an exercise of considerable importance for the organization requiring co-operation, involvement and support of all the concerned divisions in the Labs/Units. However, the annual closing this year will be unique in two ways. It will be for the first time that the closing will be done through AMS after 29 years of annual closing/annual accounts preparation & compilation through IMPACT. Secondly, as AMS is a live software, therefore, the annual accounts will have to be prepared & compiled for all the CSIR Labs/Units/Hqrs as also the consolidated CSIR on 31<sup>st</sup> March, 2024 itself unlike the earlier financial years when the accounts were finalized & compiled between 01<sup>st</sup> April to 30<sup>th</sup> June of the subsequent financial year.


3. The aforesaid paradigm shift necessitates that all concerned divisions in the Labs/Units are adequately prepared & geared up to ensure completion of this time bound exercise in a successful and flawless manner. For your reference, I am also enclosing a copy of DG, CSIR email dated 17<sup>th</sup> Nov, , 2023 and Sr. Dy. FA (CAD), CSIR Hqrs letter No. 42-1(1)/Comp/Accts/2023-24, dated 19<sup>th</sup> Feb, 2024 vide which requisite instructions on this matter have been issued to all the CSIR Labs/Instts/Units.

4. This issue has continuously been focused upon including in the Directors' conference and all concerned have been sensitized to ensure their full co-operation in this regard.

5. To achieve this objective, I would request you to instruct all the concerned Officers & staff in Administration, Stores & Purchase, PME and other concerned divisions in your Lab/Unit to extend full co-operation to the Finance & Accounts division in the successful annual closing and preparation/compilation of annual accounts. They may also be instructed to ensure full compliance of the instructions being issued from time to time by Finance wing, CSIR Hqrs in respect of annual closing.

6. Some specific actions to be taken in all Labs/Units are mentioned below:

(i). Prompt application of 1<sup>st</sup> and 2<sup>nd</sup> DSC by the authorized Officers in the month of March, 2024 so as to avoid any delay in clearance of payments through PFMS-TSA.

  
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(ii). The timelines for annual closing communicated vide DG, CSIR email dated 17<sup>th</sup> Nov, 2023 may be scrupulously adhered to and advance planning in this area may kindly be done keeping in view the following stipulation in the aforesaid email from DG, CSIR: "The Labs/Hqrs/Units shall ensure completion of all the payment transactions (irrespective of source) of the current F.Y. 2023-24 by 25<sup>th</sup> March, 2024 after which all payment transactions would be disabled in AMS w.e.f. 26<sup>th</sup> March, 2024."

(iii). Timely submission of position of inventories as also closing balance of Franking machine to the Finance & Accounts division in the Lab/Unit latest by last working day of the current financial year 2023-24 for incorporation in the annual accounts of the Lab/Unit.

(iv). For incorporating entry of Adjustment entries like outstanding expenses, accrued interest, TDS-refund due etc. as also for requirements like contingent liabilities for preparation of Schedule 18 of Annual Accounts, requisite information may be timely provided by concerned divisions to Finance & Accounts division in the Lab/Unit.

(v). The physical verification of stores, as per extant instructions of CSIR, may be taken up on priority immediately in the beginning of the next financial year so that the same is timely completed.

(vi). The record of Deposit in margin money for opening Letters of credit (LCs) be properly maintained in Stores & Purchase and regularly reconciled with Finance & Accounts and Bank records as well. These records must tally with the related record of the Bank as on 31<sup>st</sup> March, 2024.

(vii). Timely adjustment and settlement of all revolving advances/IMPREST advance to ensure that there is no 'cash in hand' at the financial year end.

(viii). It must be ensured by the bill raising divisions that all the bills generated by them in AMS are either sent to Finance & Accounts or cancelled so that there is no pending/stuck up bill in the AMS as on 31<sup>st</sup> March, 2024. For this purpose, they must regularly check the status of the bill through diary feature in AMS as to whether the same has been vouchered or not in Finance. This is an important requirement which must be adhered to by all the bill raising divisions to avoid complications.

7. Completion of the above exercise is a pre-requisite for smooth migration of all relevant closing balances in AMS as on 31<sup>st</sup> March, 2024 as opening balances in the next financial year and further to ensure that the salary and pension bills for the month March, 2024 are timely processed through AMS.

8. I am sure that with your unstinted support & co-operation, CSIR will be able to ensure the success of this initiative and timely prepare & compile its annual accounts in the standard format prescribed by the Ministry of Finance, Govt. of India.

9. This issues in consultation with JS&FA, CSIR.

With regards,

भवदीय/Yours faithfully,

4/3/2024

(महेंद्र कुमार गुप्ता/Mahendra Kumar Gupta)

संयुक्त सचिव (प्रशासन)/Joint Secretary (Administration)