



चेतन प्रकाश जैन

संयुक्त सचिव एवं वित्तीय सलाहकार

CHETAN PRAKASH JAIN

Joint Secretary & Financial Adviser



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

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

Council of Scientific & Industrial Research

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

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

Dated: 01st Jan.,2025

To:

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

Sub.: Timelines for smooth annual closing of F.Y. 2024-25-reg.

Sir/Madam,

In continuation of the earlier communications issued from time to time by CSIR Hqrs on budget utilization, smooth annual closing as also the instructions & timelines dated 17th Nov.,2023 circulated in the last financial year 2023-24 (copy enclosed); a need has been felt to sensitize all the CSIR Labs/Instts/Units to ensure that the annual closing of the current F.Y. 2024-25 is smooth as in the case of last financial year.

2. It may be recalled that the instructions and timelines dated 17th Nov.,2023 were of immense benefit enabling CSIR to close its Accounts for the F.Y. 2023-24 on 31st March, 2024 itself and allowed CSIR to generate the Balance Sheet, Income & Expenditure Account and Receipt & Payment Account on 01st April, 2024 itself!

3. It is critical to ensure that the Annual closing for the current F.Y. 2024-25 is smooth as in case of the last F.Y. 2023-24 and also to ensure that the financial transactions of the next financial year 2025-26 are started immediately at the beginning of the financial year. This will also ensure that all the employees and pensioners/family pensioners across CSIR would receive their salary/pension/family pension for the month March, 2025 without any delay. For this purpose, proper & advance planning is required to be done.

4. As AMS is a live software, therefore, making adjustment/rectification entries in the software for the accounts of 2024-25 would not be possible after 31st March, 2025. All transactions including reconciliation have to be closed by 31st March 2025 to start the AMS operations at the earliest in the new financial year.

5. **Timelines for implementation:** Accordingly, the following measures/timelines are being informed for implementation and compliance by all the CSIR Labs/Instts/Units/Hqrs: -

(a). All the Labs/Instts/Hqrs/Centres/Units would be required to complete all the payment transactions of the current F.Y. 2024-25 by **06:00 PM on 26th March, 2025** after which all payment transactions, irrespective of source of funds, would be disabled in AMS. However, Labs can account for the receipts till the last day of the F.Y. i.e. 31st March, 2025. With sufficient time of about three months left, advance planning would be required on the part of all concerned.

- contd. -

(b). From 26th March, 2025 onwards, the Labs/Hqrs/Centres/Units would focus on reconciliation and annual closing. All the year-end adjustment entries like outstanding expenses, accrued interest, valuation of inventories, actuarial valuation etc. would have to be completed as also rectification entries for any errors would have to be incorporated. Labs/Hqrs/Centres/Units would ensure that they carry out regular reconciliation at their level on a weekly/monthly basis starting from now onwards to ensure accuracy of their accounts including Balance Sheet. In the month of March, 2025; the Labs shall ensure week-wise closing so that requirement of carrying out rectification entries is reduced to the minimum in the month of March, 2025. Special focus would be required on:-

- (i) Reconciliation of GPF Remittance/Recoupment and settlement with Funds Section at CSIR Hqrs
- (ii) Matching of Asset Transfer IN/OUT with transferring / transferee Lab/Instt/Centre/Unit.
- (iii) Unspent Grant both in case of CSIR Grant (TSA) and CNA A/c need to be brought to 'ZERO' level, unless specific provision/approval is available otherwise.
- (iv) Cash Reconciliation to be carried out amongst the different Cash Books and Cash Codes.

(c). As the budget-module is also integrated in AMS and all accounting entries relating to transfer of funds (assignment limits/cash), surrender/savings/lapse of assignment limits in PFMS-TSA accounts of Labs/Centres/Units/Hqrs have to be taken in the books of accounts, therefore, the last date for intimation of surrender/savings by the Labs has been fixed as 31st Jan., 2025 after which no surrender/saving would be accepted.

(d) Considering that the budget allocation/surrender/saving/lapse and expenditure is directly linked with sanction from CPD/HQ Directorates, CPD/HQ Directorates shall manage their sanction proposals under different projects/schemes/budget heads for smooth closing of FY 2024-25 in alignment with the timelines mentioned above.

(e). The timelines in a tabular form are as follows:

S. No.	Action point	Timeline
1	Last date for intimation of surrender/savings by the Labs/Units	31 st Jan, 2025
2	Last date for intimation of allocation to Labs/Hqrs/Units by Central Budget Division, CSIR Hqrs	15 th Feb, 2025
3	Reconciliation of AMS records upto Feb.,2025	03 rd March, 2025
4	Completion of all payment transactions, irrespective of source of funds, by all CSIR Labs/Hqrs/Centres/Units	06:00 PM on 26 th March, 2025
5	Upto date reconciliation for movement of opening balance for the F.Y. 2025-26	31 st March, 2025
6	Generation of all receipts by all CSIR Labs/Hqrs/Units	31 st March, 2025
7	Completion of all adjustment entries like outstanding expenses, accrued interest, valuation of inventories, actuarial valuation etc.	31 st March, 2025
8	Completion of all rectification entries to correct any errors noticed in accounts	31 st March, 2025
9	Flushing out all the unpassed/non-voucherized payment bills and unapproved receipts from the AMS software by all the bill/receipt originating divisions as well as by Finance & Accounts Division	On a continuous basis from 26 th March, 2025 to 31 st March,2025

6. All the Labs/Instts/Units are also requested to enhance the pace of capital expenditure in current F.Y. and ensure that the funds allocated by CSIR Hqrs under all the budget-heads of Infra/Projects are fully utilized, well in time, before the close of the financial year.

7. I am sure that with your full co-operation and support, the above-mentioned timelines shall be adhered to in full and we shall be able to ensure a smooth annual financial closing.

This issues with approval of DG, CSIR.

Encl.: As above

Happy New Year. 2025.

Yours faithfully,


(CHETAN PRAKASH JAIN)
JS & FA, CSIR

Copy to:

1. DG, CSIR- for Kind information.
2. JS (A), CSIR
3. All HoDs, CSIR Hq.
4. All Sr. Dy. FAs/Dy. FAs/FAOs/Sr. DSs/DSs/USs/Sr. CoSP/CoSP/SPOs of CSIR HQ & Units
5. All Sr. COFAs/CoFAs/FAOs/ Sr. COAs/COAs/AOs/Sr. CoSPs/CoSPs/SPOs of all Labs/Units of CSIR
6. Head, IT with the request to host the letter on CSIR website
7. Office Copy

Csir-hqrs-scihods mailing list

From : Director General CSIR <dgcsir@csir.res.in> Fri, Nov 17, 2023 07:25 PM
Subject : [Csir-hqrs-scihods] Timely utilization of budget for 2023-24 regarding
To : csir-directors <csir-directors@ismgr.nic.in>, csir-hqrs-scihods <csir-hqrs-scihods@ismgr.nic.in>
Cc : Chetan Prakash Jain <fa@csir.res.in>

Dear Director/Head,

In continuation of the earlier communications issued from time to time by CSIR Hqrs regarding timely utilization of budget for 2023-24, I am sending this email, based on the advice of FA, CSIR, for compliance on a few important points.

2. You may also refer to instructions issued by the Office of CGA during the last few years regarding advisory for payments towards closing of the financial year through PFMS/RBI. As per relevant instructions in place, rush of expenditure, particularly in the closing months of the financial year, shall be regarded as a breach of financial propriety and no more than 33% and 15% of expenditure of the Budget estimates shall be permissible in the last quarter and last month of the financial year respectively.

3. Further, the issues related to utilization of Govt. grant and annual financial year closing have also been a significant area of concern for CSIR. The following are some of the significant issues being faced: -

(i). Higher probability of transaction failure in the last days of the financial year. Due to handling of large volume of transactions on PFMS-TSA portal, it takes about 10-11 days after 31st March for getting final reports from PFMS-TSA portal.

(ii). Although AMS supports making financial transactions till the last hour of the financial year, however, practical difficulties like transaction failure in PFMS-TSA, matching TSA expenditure as also incorporation of adjustment & rectification entries by 31st March necessitate that the financial transactions be closed a little ahead of the last day of the financial year.

(iii). Timely migration of all data in AMS to the new financial year 2024-25 & smooth payment of salary/pension of the month of March, 2024 to all employees/pensioners in new F.Y. and ensuring error free generation of annual accounts of Labs/Units/Centres/CSIR Hqrs as well as of consolidated CSIR.

(iv). With sufficient time of more than four months available to the Labs/Units from now onwards, the Labs/Units can plan their activities accordingly to ensure completion of all payment transactions of F.Y. 2023-24 latest by 25th March, 2024 and receipts by 31st March, 2024.

4. I would like to take this opportunity to convey my appreciation to you and all concerned S&T/Finance/Admn/S&P/other Officers & staff in your respective Lab/Unit for providing full co-operation and support for various transformational initiatives of CSIR

including significant clearance of OB/BR items, successful implementation of AMS, Fellow AMS Portal as well as enhanced pace of budget utilization. I am sure that all of you are making full use of the various management reports available on CSIR AMS portal as also the recently launched 'Budget module' in AMS to enhance the quality of expenditure monitoring, planning and decision making.

5. Accordingly, with a view to ensure smooth closing of the financial year 2023-24 as well as smooth processing of all types of transactions in the next financial year 2024-25, following timelines shall be scrupulously adhered to by all CSIR Labs/Hqrs/Units for the financial year 2023-24:-

(a). The Labs/Hqrs/Units shall ensure completion of all the payment transactions (irrespective of source) of the current F.Y. 2023-24 by 25th March, 2024 after which all payment transactions would be disabled in AMS w.e.f. 26th March, 2024.

(b). From 26th March, 2024 onwards, the Labs/Hqrs/Units shall focus on reconciliation and annual closing. All the year-end adjustment entries like outstanding expenses, accrued interest, valuation of inventories, actuarial valuation etc. shall have to be completed as also rectification entries for any errors would have to be incorporated. Labs/Hqrs/Units would ensure that they carry out regular reconciliation at their level on a weekly/monthly basis starting from now onwards to ensure accuracy of their accounts including Balance Sheet. In the month of March, 2024; the Labs shall ensure week-wise closing so that requirement of carrying out rectification entries is reduced to the minimum in the month of March, 2024.

(c). As the budget-module is also integrated in AMS and all accounting entries relating to transfer of funds (assignment limits/cash), surrender/savings/lapse of assignment limits in PFMS-TSA accounts of Labs/Centres/Units/Hqrs have to be taken in the books of accounts, therefore, the last date for intimation of surrender/savings by the Labs shall be 31st Jan.,2024 after which no surrender/saving shall be accepted. Further, the last date for communication of allocation to Labs/Units by Budget division, CSIR Hqrs shall be 15th Feb.,2024.

(d) Considering that the budget allocation/surrender/saving/lapse and expenditure is directly linked with issuing of sanction from CPD/HQ Directorates, CPD/HQ Directorates will manage their sanction proposals under different projects/schemes/budget heads for smooth closing of FY 2023-24 in alignment with the timelines mentioned above.

(e). The timelines in a tabular form are as follows:

S. No.	Action point	Timeline
1	Last date for intimation of surrender/savings by the Labs/Hqrs/Units	31 st Jan, 2024
2	Last date for intimation of allocation to Labs/Hqrs/Units by Budget division, CSIR Hqrs	15 th Feb, 2024
3	Reconciliation of AMS records upto Feb, 2024 Month	4 th March, 2024
4	Completion of all payment transactions (irrespective of source) by all CSIR Labs/Hqrs/Units	25 th March, 2024
5	Upto date reconciliation for movement of opening balance for the FY 2024-25	31 st March, 2024

6	Generation of all receipts by all CSIR Labs/Hqrs/Units	31 st March, 2024
7	Completion of all adjustment entries like outstanding expenses, accrued interest, valuation of inventories, actuarial valuation etc.	31 st March, 2024
8	Completion of all rectification entries to correct any errors noticed in accounts	31 st March, 2024

6. I have also perused the position of pending OB and BR items in certain labs which has resulted into withholding of a portion of allocation. In view of the assurances given by the labs and to ensure efficient and timely utilisation of funds, Finance has agreed to release the remaining allocation with the condition that the failure to achieve the given targets would attract stringent conditions on fund release in the coming financial year.

7. Kindly ensure requisite planning to ensure adherence to the above-mentioned timelines. With the Labs/Units and CSIR Hqrs working in a synergistic manner, I am looking forward to your co-operation & support in ensuring success of this arrangement.

With regards,

Kalaiselvi

डॉ. (श्रीमती) एन. कलैसेल्वी | Dr. (Mrs.) N. Kalaiselvi
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Csir-hqrs-scihods mailing list

From : Director General CSIR <dgcsir@csir.res.in>

Fri, Nov 17, 2023 05:17 PM

Subject : Timely utilization of budget for 2023-24 regarding