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(Indian Council of Agricultural Research)

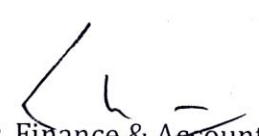
NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

F. No. F&AR/ICAR-CRIJAF/2016-17/2917

Date: 25.06.2016

CIRCULAR

Monthly *Finance and Audit Review Meeting* of ICAR-CRIJAF will be held on **29th June 2016, Wednesday** at **3 pm** in the **Director's Room**. The action taken report as per minutes of last meeting will be discussed in this meeting. All members are requested to attend the meeting as per schedule and bring action taken report for review.


Sr. Finance & Account Officer

Copy for information to:

1. P.S. to Director
2. HOD, Plant Improvement Division, ICAR-CRIJAF
3. HOD, Plant Protection Division, ICAR-CRIJAF
4. HOD, Crop Production Division, ICAR-CRIJAF
5. Chairman, Works Committee, ICAR-CRIJAF
6. Head of Office, ICAR-CRIJAF
7. Dr. Kunal Mandal, Principal Scientist, ICAR-CRIJAF
8. Incharge, Agril. Extension, ICAR-CRIJAF
9. Incharge, Estate & Maintenance Cell (EBM&C)
- ✓ 10. Incharge AKMU Cell for uploading of this circular
11. Office copy

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F. No. F&AR/ICAR-CRIJAF/2016-17/

Date: 26.05.2016

Minutes

In response to the Council's Circular No. F.No. 7-3/2014-IU Dated the 27th April 2016, monthly review meeting of 'Finance and Audit Review' was held on 25th May 2016, at 3 pm in Committee Room. The agenda of meeting was settlement of pending 'Local Audit Paras' as well as 'Outstanding Advances'. A list of members of committee who were present in the meeting is attached as Annexure-I.

In the review meeting, following suggestions were made for necessary action:

A) Outstanding Audit paras for settlement

- 1.1 Non-disposal of unserviceable/condemned items lying since 2012-13.
(Action: A.O. and AAO (Store & purchase) through a committee)
- 3.1 Loss of electricity due to payment at commercial rate for residential quarter.
(Action: Incharge, EBM & C)
- 6.1 Unadjusted advances to CPWD for the period of 2002-2015.
(Action: Incharge, EBM & C)
- 8.1 Observation on Cash book/Bank books. Reply with relevant document may be provided.
(Action: Account & Audit Section)
- 9.1 Unauthorized expenditure for repair/renovation of work for which completion Certificate was not taken. Suitable reply with relevant document may be provided.
(Action: Incharge, EBM & C)
- 9.2 Non-refund of unspent balance in sponsored projects (2014-15).
(Action: HOD & PI of concerned project, Crop Improvement Div.)
- 9.3 Inflated Preliminary estimates of civil/electrical works.
(Action: Incharge, EBM & C)

B) Settlement of old advances

1. Outstanding old advances of CPWD works.
(Action: Incharge, EBM & C)
2. Outstanding old advances of Contingent, TA/LTC, Medical etc.
(Action: DDO and concerned HOD)

Action taken report may be submitted by the concerned officials by 24th June 2016 to review the same in the next monthly meeting.

Sd/-
Incharge S.F.A.O.
Member Secy.

Sd/-
Director, ICAR-CRIJAF
Chairman, F&A Review Committee