

Indian Council of Agricultural Research
Krishi Bhavan, New Delhi

474
16.2.16

F.No. 6-25/2014-IU

Dated the 10 February, 2016

To

The Directors of all ICAR Institutes/ NRCs/ PDs/ATARIs/ZPDs

Subject : Settlement of Outstanding Advances and their review thereof -regarding.

Sir,

Kindly refer to the Council's instructions issued from time to time, regarding the requirement of settling the outstanding advances in a timely manner. You are aware that AS&FA DARE/ ICAR has been monitoring this issue at his own level, during the zonal quarterly review meetings held in the last year. It was decided, in the meeting that the progress made by each Institute will be reviewed after every 3 months, however, significant progress in the matter is still to be achieved by the Institutes. Accordingly, the following steps may be taken before sanction of the advances so as to ensure that the advances are sanctioned only in exceptional cases after observing all financial norms:

1. Advances may not be sanctioned in routine manner and may be allowed only in those cases where the expenditure cannot be incurred on bill/ payment basis or in case of unforeseen emergent cases.
 2. Advances so sanctioned need to be adjusted strictly as per the GFR provisions, timelines and audit manual guidelines.
 3. No advance should be sanctioned to an officer/ official from whom adjustment account for the previous advance is pending.
 4. Advances should not be drawn for payment of TA/DA to non-official members admissible amount may be paid by transferring to their respective bank accounts.
 5. The position of outstanding advances may be reviewed on monthly basis and prompt action may be taken to ensure that they do not remain outstanding for a long time.
2. Directors are requested to monitor the progress, **fortnightly**, to ensure that considerable progress is made in settlement of advances which would be reviewed by AS&FA in the next series of Zonal meetings to be conducted shortly.

Yours faithfully,

Devesh Kumar
(Devesh Kumar)
Director (Fin) 16.2.2016

FAO
[Signature]
11/2/16

Sanku B
[Signature]
JAS

Pl. endorse to all the concerned.
[Signature]
16/2/16

Encl. No. F.13.23(A) 2015-16 FAA Dated 18.02.2016

- Forwarded to:
1. Head, CPRI, Regional Station, Kanyankulam
 2. Head, CPRI, Regional Station, Vittal
 3. President in charge, CPRI (R.C) Alakhya
 4. 's
 5. 's
 6. Officer in charge CPRI (R.C) Mysore
 7. CAO, CPRI, Kolar

[Signature]
16/2/16
Finance & Accounts
[Signature]