

IMPORTANT / URGENT

No: FA-FOA090/1/2018-F&A-NCESS

Date: 08.03.2018

C I R C U L A R

In order to facilitate finalisation of accounts of the year 2017-18, all are requested to adhere to the following procedures:

1) Advances:

All staff members who have taken advances are requested to submit the final TA/OA/RCA bills/vouchers on or before 26.03.2018 in view of the upcoming holidays from 29th to 31st March 2018.

2) Imprest/RCA:

All Imprest holders and RCA holders are requested to furnish a certificate of Cash balance separately (in duplicate) as at the close of 31st March, 2018. All Imprest and RCA registers may be closed on 31.03.2018 and the register may be furnished to the F&A Section for verification.

3) Stock of Consumables in the Scientific Groups

The Group Heads are requested to forward a detailed statement showing quantity and value of items such as Chemicals, Glasswares, Consumables, Printing & Stationery and other stock items excluding capital items, bought using NCESS funds, available in the Group as on 31.03.2018. The statement may please be prepared after physical verification and forwarded to the Purchase & Stores Section for verification. As and when the statements are received by the Purchase & Stores, the value and correctness of the total amount shown in the statement may be verified and then sent to F&A Section for further action.

4) Asset Verification:

Necessary arrangements may also be made by the Purchase & Stores Section for thorough physical verification of all the assets of NCESS and external projects separately and the Annual Stock Verification report for the period ending 31.3.2018 may be prepared. The report should agree with the Asset Registers maintained in the Purchase & Stores Section. The action required on the basis of the Annual Stock Verification report should be completed by 20.04.2018.

5) Stock of Stamp:

P & GA may furnish a certificate (in duplicate) showing the value of postage stamps in hand and in Franking machine deposit as at 31.03.2018.

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6) Stock Taking:

Purchase & Store/ Library Sections may ensure that all items of materials/stores/books and journals received upto 31.03.2018 are accounted for in the Stores ledger/Asset Register/Accession Register by 31.03.2018 itself and forwarded to the F&A Section so as to incorporate them fully in the final accounts for 2017-2018. It may also be ensured that all gift items are taken into stock and the F&A Section be informed of the action.

7) Leave salary receivable:

The Administration may please furnish the details in the usual format in respect of the leave salary due from other departments for the year 2017-2018.

8) Advance settlement:

The Advances unit of the F&A Section may ensure that the Vouchers/Bills received for settlement of advances drawn during the FY 2017-18 are settled and adjusted on or before 31.03.2018. **It may be noted that the entries for 2017-2018 cannot not be booked in PFMS after 31.03.2018.** A reconciled list (in duplicate) of TA, Contingent Advance & Rolling Contingent Advance outstanding as on 31.03.2018 may be prepared and furnished on or before 10th April 2018.

9) Other Statements:

The concerned units of F&A section may prepare and furnish the statements (in duplicate) of fund diversion, security deposit received, EMD received, cash balance certificate, and TDS, as on 31.03.2018

Chief Manager