

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH, KOZHIKODE

F.No. Audit Note/Accounts/15-B

27.02.2021

OFFICE ORDER

Sub: Closure of books of Accounts for the period ending 31st March 2021-reg.

As informed in the FAC meeting on 26-02-2021, majority of payments are currently made through Treasury Single Account (TSA), the conventional way of closing the Accounts by generating the PPAs in PFMS or writing the cheques for sending them to bank at a later stage would not work in this FY. Currently, expenditure of funds received through TSA should be made through TSA only, and that too by following two steps such as 'Approval' and applying 'Digital Signatures' (FAO and DDO). If any of these steps get delayed or unavailable during the last minutes of closing the accounts, due to high traffic in the server or due to some other unforeseen technical issues, things would result in lapse of fund. To avoid the above condition, measures may be taken to ensure that all the major bills are submitted to Audit and Accounts Section on or before **10th of March, 2021** for further processing and timely payment.

This is for the kind information, necessary action of all the concerned, and issued with the approval of Director.


Finance & Accounts Officer

Circulation to all the concerned for information and necessary compliance through INTRANET:

Head (GA)/ AO/ FAO/ all the AAOs/DDO, IISR, Kozhikode/all the other Scientists/officers concerning the submission of bills at IISR, Chelavoor/ Peruvannamuzhi/Appangala for various components of budgets allotted/ PC-AICRP (Spices)/PC,KVK/ Head, RS,Appangala/ DDO,RS,Appangala/PS to Director/all the PI/CCPIs of ICAR funded projects/externally funded projects for which expenditure has to be booked in the Current Financial Year


Finance & Accounts Officer