

INDIAN COUNCIL OF MEDICAL RESEARCH (ICMR)
V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi

File No.

E-office No-86431

Date.22.12.2021

The Directors/ Directors in-charge
Permanents Institutes/ Centers of ICMR

Circular

Sub: Making entry in the Accounting Software (ICMR-Balance) on daily basis/real time basis-reg.

It is observed that most of the ICMR-Institute/Centers are releasing the payments without making accounting entry in the Accounting Software (i.e. ICMR- Balance) and preparing the Monthly Statement of Expenditure (SoE) in excel sheet and sending to ICMR (HQ) without matching the head wise expenditure from ICMR-Balance with PFMS. As a result, the head wise expenditure of Institute / Centers is not getting tallied with the ICMR overall expenditure.

Accounts officers/Junior Accounts officers of ICMR-HQ/Institutes /Centers are hereby directed to ensure real time data entry in the Accounting Software (i.e. ICMR-Balance) before releasing the payments as well as booking of receipts also and submit the monthly head wise expenditure report/statement of Expenditure (SoE) only after tallying the figures from ICMR-Balance with PFMS.

All Directors/Directors in charge are requested to look into this matter personally and ensure compliance of aforesaid instructions.

This issues with the approval of Sr. Financial Advisor.



(Vinod Sharma)

Asstt. Director General (Fin.)

Copy to :-

- 1- PS to DG ICMR
- 2- PS to Addl. DG ICMR
- 3- PS to Sr.DDG (A)/ Sr. F. A. ICMR
- 4- DDA (A)
- 5- ADG(F)/ ADG(F)/Sr.ACO/IFD division
- 6- Dr. L.K. Sharma, Scientist "E"- with request to upload on ICMR website.