



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.18/4/2019-Admn-II

Dated: 23.10.2019.

To

The Directors/Directors-in-Charge of
Permanent Institutes/Centres of ICMR.

Subject : Procedure to be followed by Ministry/Department of Government of India while
laying of the Annual Report/Audited Accounts Reports and other documents on the
Table of the House-regarding.

Sir/Madam,

Please find enclosed herewith a copy of letter F. No. U11018/05/2019-HR dated
14.10.2019 received from Deptt. of Health Research, New Delhi on the subject mentioned above
for information and compliance.

Yours faithfully,

(Bharat Bhushan)
Sr. Administrative Officer
for Director General

Encl: As above

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. Asstt. Director-General (Admn.)
4. Dr. Chanchal Goyal, Scientist-E
5. Sr. ACOs/ACOs
6. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email
ID(sharma.lk@icmr.gov.in) for website upload.

1879
F.No.U11018/05/2019-HR
Ministry of Health & Family Welfare
Department of Health Research
(Establishment Section)

2nd Floor, IRCS Building,
Red Cross Road, New Delhi.
Dated the 14th October, 2019.

To

1. The Asstt. Director General (Admn)
Indian Council of Medical Research
Ramalingaswamy Bhawan,
Ansari Nagar, New Delhi.
2. Director,
Bhopal Medical Hospital & Research Centre,
Bhopal,
Madhya Pradesh.

Sub:- Procedure to be followed by Ministry/Department of Government of India while laying of the Annual Report / Audited Accounts Reports and other documents on the Table of the House-regarding.

Sir/ Madam,

I am directed to forward a copy of Ministry of Health & F.W.'s O.M. No. H.11018/02/2019-Parlt. dated 17.9.2019 enclosed therein Lok Sabha Secretariat's OM No. LAFEAS CB -II067/17/2019CB II dated 6th September, 2019 on the subject mentioned above for information and compliance.

Yours faithfully,

[Signature]
(R.J. Meena)

Under Secretary to the Govt. of India
14/10/19

Encl: As above.

Copy to :-

All Officers/Section Incharge of DHR.

[Handwritten]
D.No. 4045
22/10/19.

Notes

H.11018.02.2019-Parlt
Government of India
Ministry of Health and Family Welfare
Parliament Section

Nirman Bhawan, New Delhi

Date: 17th September, 2019**OFFICE MEMORANDUM**

Subject: Procedure to be followed by Ministry/Department of Government of India while laying of the Annual Report/Audited Accounts Reports and other documents on the Table of the House-reg.

The undersigned is directed to forward herewith a copy of Lok Sabha Secretariat's O.M. dated 6th September, 2019 on the above mentioned subject for information and compliance.

Encl: as above

(Mudgal)
(ASHOK MUDGAL)
SECTION OFFICER
Tel: 23061649

To:

All the sections of Ministry of Health and Family Welfare.

Pl. circulate.

P. by
J. d. c.
18/9/2019

SO (Admin)

(Signature)
19/09/19

Sh. Bhatt.



LOK SABHA SECRETARIAT

Parliamentary Matter
Out today/Immediately

COMMITTEE BRANCH - II
(Committee on Papers Laid on the Table)

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. LAFEAS CB-II067/17/2019CBII

06 September, 2019
15 Bhadrapada, 1941 (Saka)



OFFICE MEMORANDUM

Subject: Procedure to be followed by Ministry/Department of Government of India while laying of the Annual Report/Audited Accounts Reports and other documents on the Table of the House.

* * *

The undersigned is directed to state Rule 305B of the Rules of Procedure and Conduct of Business in Lok Sabha, mandates the Parliamentary Committee on Papers Laid on the Table, *inter-alia*, to examine all papers laid on the Table of the House by Ministers and Report to the House on (i) whether there has been compliance with the provisions of the Constitution, Act, rule or regulation under which the papers have been laid; (ii) whether there has been any unreasonable delay in laying of the papers; (iii) if there has been such delay, whether a statement explaining the reasons for delay has been laid on the Table of the House and whether those reasons are satisfactory.

2. It is relevant to mention that Central Ministries/Departments to Govt. of India are required to lay a copy each of the Annual Reports/Audited Accounts of the following class of institutions/Organizations/ Companies on the Table of the House:-

- (i) Various Authorities/Organizations constituted under the constitution;
- (ii) Public Undertakings whether created under the Act of Parliament or Companies Act or Specific Act;
- (iii) Statutory/Autonomous bodies, Corporations, Joint Ventures, Societies which are financed out of funds drawn from the Consolidated Fund of India after being voted by Parliament in the form of shares, subsidies, Grants-in-aid etc. either wholly or partially.
- (iv) Societies/Organizations receiving one time assistance of Rs. 50 lakh or more;
- (v) Private/Voluntary Organizations receiving recurring grants-in-aid to the tune of Rs. 25 lakhs and above.

p.s. to
Secy
CH)

SS(H) ✓
SS(SK)
ADV (P)

3. A Ministry/Department of Government of India is required to reflect in their Annual Report, a statement indicating the quantum of fund provided to each organization and the purpose of their utilization, for the following :-

- (i) Society receiving one time assistance of 10 lakh and below 50 lakhs;
- (ii) private/Voluntary organizations receiving recurring Grant-in-aid to the tune of Rs. 10 to 25 lakh.

4. The Annual Report and Audited Reports are required to be laid on the Table of the House within a period of nine months after the closure of Accounting Year failing which reasons for delay are to be furnished.

5. Further, the Statements of Reasons for delay should invariably indicate in a chronological order, the dates of finalisation of reports and accounts, their submission to the audit, issue of Inspection Reports, replies given to points raised in the reports and finally the receipt of audit from the Audit Authorities.

6. Besides above, the Ministry/Department is also required to lay "Review Statement" of the working of Statutory/Autonomous bodies/Organisations and Companies incorporated under the Companies Act 2013, Act of Parliament and other Specific Act. The "Review Statement" needs to give salient points of achievements, total expenditure incurred by Govt. Bodies, how far the autonomous bodies/companies have achieved the objects for which it was set up and what are the salient features of its future programme. Where the Report or the Audit Report mentioned any serious irregularities or any matter of importance which need corrective action or further enquiry, it is expected of the Govt. to make a mention thereof in the Review of the action being taken in that direction. In the event where information on all the matters is already available in the Report and the Government has nothing to add thereto, the Government should lay on the Table along with Report, a Statement indicating that they are in agreement with the Report and hence no Review is being laid.

7. Accordingly, a Department/Ministry is required to critically examine Annual Report/Audited Statement of Accounts of autonomous/PSUs/Statutory bodies, companies, etc. and lay alongwith Report/Audited Statement of accounts their own assessment before Parliament in form of "review".

8. All Ministries/Departments to Government of India are requested to follow the aforesaid procedure for compliance.

Kushal Sarkar
(KUSHAL SARKAR)
DIRECTOR

23035833 / 23034702

To

The Secretary,
All Ministries/Departments
Government of India.
New Delhi