

**अखिल भारतीय आयुर्विज्ञान संस्थान
बीबीनगर (तेलंगाना)**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
BIBINAGAR (TELANGANA)**



**MANUAL
of
FINANCE & ACCOUNTS**

2026

INDEX

S.NO	CHAPTER		PAGE.NO
	NO.	PARTICULARS	
1		Foreword	i
2		Disclaimer	ii
3	I	Introduction	1
4	II	Preamble	3
5	III	Source of Fund	5
6	IV	Accounting of Financial Transaction	6
7	V	Accounting of Grants-in-Aid(GIA)	10
8	VI	Accountiong of Fixed Assets	12
9	VII	Payroll	14
10	VIII	Budgeting	15
11	IX	Investment of Surplus Funds	17
12	X	Balance Sheet and Income and Expenditure account	18
13	XI	Statutory/Internal Audit and appointment of auditors	19
14		ANNEXURE-A	20
15		ANNEXURE-B	21

FOREWORD

The Pradhan Mantri Swasthya SurakshaYojana (PMSSY) was announced in 2003 with the objectives of correcting regional imbalances in the availability of affordable/reliable tertiary healthcare services and also to augment facilities for quality medical education in the country. AIIMS, Bibinagar is one of the apex healthcare institutes being established by the Ministry of Health & Family Welfare, Government of India under the PMSSY. To facilitate the creation of very important institutions in the country, the Government of India has legislated AIIMS Act under which AIIMS are established. In terms of the provisions of the Act, these new AIIMS are called Institutes of National Importance and are to function as Autonomous Institutions under Ministry of Health and Family Welfare, Government of India.

The objective of the Financial Management is to optimize financial, economic benefit and comprises multiple tasks & processes including management, strategic planning, forecasting, operational planning, financial accounting, budget cost accounting, fund flow, procurement, asset accounting, financial reporting, internal controls, internal audit and external audit providing a report and opinion on the reported financial status and performance.

AIIMS Bibinagar

DISCLAIMER

This Manual is only indicative and is by no means exhaustive. Nor it is intended to be a substitute for rules, procedures and existing instructions/ guidelines on the subject. The provisions herein do not in any way supersede the rules contained in any of the Government Rules and Regulations, Procurement Manuals and the circulars referred to herein should be read both individually and in conjunction with other relevant policy circulars for proper appreciation of the issues involved. This manual also should not be produced in any Court of Law and wherever necessary, reference should always be made to the original orders on the subject.

AIIMS Bibinagar

CHAPTER 1

1. Introduction

1.1 About the Institute

The Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) was announced in 2003 with the objectives of correcting regional imbalances in the availability of affordable/reliable tertiary healthcare services and also to augment facilities for quality medical education in the country. AIIMS, Bibinagar is one of the apex healthcare institutes being established by the Ministry of Health & Family Welfare, Government of India under the PMSSY. To facilitate the creation of very important institutions in the country, the Government of India has legislated AIIMS Act under which AIIMS are established. In terms of the provisions of the Act, these new AIIMS are called Institutes of National Importance and are to function as Autonomous Institutions under Ministry of Health and Family Welfare, Government of India.

1.2. Institute was established vide Gazette notification dated 04th Dec 2019 placed as Annexure _____

Organization Structure:

All India Institute of Medical Sciences, Bibinagar							
Organization Structure							
Institute Body							
Governing Body							
Standing Academic Committee			Standing Finance Committee			Standing Selection Committee	
President, AIIMS/ Chairman, Governing Body							
Executive Director							
Academic	Research	Examination	Hospital	Department	Administration	Finance	Engineering
Dean (Academic)	Dean (Research)	Dean (Examination)	Medical Supdt.	Head of Deptt's	Dy. Director (Administration)	Financial Advisor	Supdt. Engineer
Associate Dean (Academic)	Associate Dean (Research)	Associate Dean (Examination)	Main Hospital	Faculty Members	Administration Department	Finance Department	Engg. Department
Registrar		Asstt. Controller of Examination					

Objectives:

- (i) to develop pattern of teaching in under-graduate and postgraduate medical education in all its branches so as to demonstrate a high standard of medical education to all medical colleges and other allied institutions in India.
- (ii) to bring together in one place educational facilities of the highest order for the training of personnel in all branches of health activities and
- (iii) to attain self-sufficiency in post-graduate medical education.

Vision:

- To emerge as a leading global healthcare institute offering a quality medical education in diversified fields, scientific research opportunities and foster health care training to students inculcating in them ethical and moral values for sustainable community development

Mission:

- To evolve as a centre of excellence in medical education, scientific research and patient care.
- To inculcate a positive work culture to nurture mutual trust and respect.
- To set high professional standards with good interpersonal relationships and lasting reputation.

The institute has grown steadily since its inception in 2019 into a centre of excellence for medical education, research, patient care and is emerging as a trusted name in healthcare for Telangana and beyond.

CHAPTER 2

Preamble

The main objective of the Finance & Accounts section is to prepare and provide the management with correct & timely information for managerial decisions and as also to continuously explore and recommend possibilities of reducing cost and increasing efficiency. The success of the Finance & Accounts section lies in its ability to deploy the modern management & technical tools for achieving this objective.

The Finance & Accounts functions are an integral part of the management system. Finance & Accounts personnel should acquaint themselves with the functioning of the other sections to be able to appreciate the eco system in which the organization operates and decisions are taken and implemented.

2.1 Accounts

Institute shall prepare its annual accounts after close of financial year. The accounts of the institute will be prepared in the format as prescribed by the Government for Central Autonomous Organization. The accounts will be laid down in the parliament after its audit by 31st December of each previous year.

Chief Accounting Authority will ensure proper maintenance of the accounts of the Institute. All-important budgetary and other financial matters including matters affecting the Government Grants and major expenditure and other receipt shall be placed before the Governing Body (GB) for its consideration after approval through Standing Finance Committee (SFC). Finance &Accounts will be responsible for timely preparation of Final Accounts & Budget and their presentation before the GB /SFC.

2.2 Receipts:

All money received for or on behalf of the Institute shall be deposited in the name of the Institute with the operational bank.

The institute will follow the procedure prescribed in the GFR, R&P Rules as regards to payments & receipts.

2.3 Payments:

1. Payments by or on behalf of the Institute shall normally be made by crossed banking instrument or online bank transfer mode.

2. Based on (a) verification of quantities/measurements by concerned department, (b) Stock entry, (c) Purchase order and (d) availability of other supporting documents, the Finance Department shall release the payment after carrying out 100% arithmetic checking of the bills.

3. The forwarding department shall affix a stamp on the face of invoice for verification of payment.

4. The supply of goods invoice shall carry a stamp on the face of invoice for stock/fixed assets entry, wherever applicable,

5. Necessary statutory deductions shall also be made before release of payment,

6. All invoices for payments shall be stamped as “*Passed for Payment*” after release of payment by the Accounts Section.

2.4 Sanction of Expenditure

Subject to provision of funds in the Institute’s Annual Budget and functions and power of the GB, The Executive Director (ED) shall have full powers (upto ₹ 05 crore) to sanction all expenditure within sanctioned budget like expenditure on purchase, civil works, maintenance of equipment and machinery, printing, maintenance and repair of building, construction of campus, pay and allowance of staff, overtime allowance, conveyance charges, office expenditures on postage, telephone, fax & stationery and communication expenses, water and electricity, uniforms and other expenditures of a miscellaneous and contingent nature.

2.5 Signing of Cheque/ NEFT/ RTGS Letters:

The cheque/NEFT/RTGS/PFMS/ TSA signing authorities and the monetary limits will be as decided by the ED from time to time.

2.6 Finance and Accounts Functions:

The Finance and Accounts Section is primarily concerned with managing funds of the Institute received in the form of Grants-in-aid, fees from students, user charges and any other receipts. Institute also receives funds under Sponsored projects of Research and Development from other ministries and organizations for management.

Similarly, the Finance and Accounts Section shall process all payments for salaries, utilities, academic and student related activities, for procurement and creation of capital assets for infrastructure and other requirements to run the Institute. To prepare Final Accounts in the uniform format as close as prescribed under any regulation/order.

Chapter 3

Source of Fund:

3.1 The Fund required for meeting the regular Capital and Revenue expenditure (core) of the institute are received by way of grant-in-aid from PMSSY, Ministry of Health and Family Welfare, Government of India.

3.2 The Institute also receives the grant in aid towards center, projects, programs and fellowship from the following sources. However, these grants are utilized for the specific requirement of projects sponsored by the donor agencies and as per the terms & conditions of the grants.

- a) Department of Biotechnology, Ministry of Science and Technology, Government of India.
- b) Ministry of Health and Family Welfare, Government of India.
- c) Science & Engineering Research Board (SERB)
- d) Council of Scientific & Industrial Research (CSIR)
- e) Indian Council of Medical Research (ICMR)
- f) Any other Government agency
- g) Sponsored Agencies

3.3 The institute also earns Revenue Receipts from Internal Sources.

- a) Academic Sources
- b) User Charges
- c) Other Income / Receipts (i.e. Rents, LD charges etc.)
- d) Overhead
- e) Application Fee

3.4 The Receipt of Grant in aid shall be accounted for in the respective center, projects and fellowship head as per the sanctioned order/ release order

The fee due from students would be recorded based on approved fee structure. Any fee outstanding for more than 2 months from a student/ hostler should be brought to the knowledge of Dean (Academics) for necessary action.

Chapter 4

4.1 Accounting of Financial Transaction

Institute shall follow Accrual based Accounting System right from the beginning and prepare the Income & Expenditure Account and the Balance Sheet on this principle.

AIIMS Bibinagar shall prepare Accounts in the format as prescribed by Government for Central Autonomous Organization. The Prescribed format of Balance sheet and Income & expenditure account is enclosed in **Annexure –A.**

4.2 Accounting Standards:

Accounting Standards (AS) aim at standardizing diverse accounting policies and providing accounting policies, valuation norms and disclosure in conformity with requirements, the Generally accepted Accounting Principles, issued by the Institute of Chartered Accountant of India, which is the recognized apex accounting body and deals with measurement, treatment, presentation and disclosure of accounting transactions and events.

The Institute will adhere to the Accounting Standards issued by ICAI.

AS No.	Particulars
AS-1	Disclosure of Accounting policies
AS-2	Valuation of Inventories
AS-4	Contingencies and events occurring after balance sheet date
AS-5	Prior period items and changes in accounting policies
AS-6	Depreciation Accounting
AS-9	Revenue Recognition
AS-10	Accounting for fixed assets
AS-11	Effects of Changes in Foreign Exchange rates
AS-12	Accounting for Government grant
AS-13	Accounting for Investments
AS-15	Accounting for Retirement benefits in the Financial Statement of employers
AS-26	Intangible Assets
AS-28	Impairment of Assets
AS-29	Provisions , Contingent liabilities and contingent assets

4.3 Cash and Bank Transactions

a) The Accounts section, Medical Record Department (MRD) are authorized to serve as a counter for receiving money on behalf of the Institute. Any cheque, demand draft etc., received through post or otherwise will be passed on to the Accounts section immediately. No money shall be received at any other counter unless authorized by the Officer-in-Charge.

b) For each and every money receipt transaction, official receipt shall be issued by the Accounts Section to the party tendering such money. The receipts shall be signed by the concerned Accounts Assistant/ Junior Accounts Officer/Administrative Officer/ Accounts Officer or Designated Officer.

c) The Receipts shall be generated through accounting software in use. Original receipts shall be handed over to the party. Copy of duplicate receipts shall be kept with the voucher.

4.4 Payments:

All payments shall be made only on the basis of payment vouchers approved by the Competent Authority.

Payment shall be released only in the person named as payee in the voucher.

Petty Payments can be made in cash with the approval of the competent authority, which shall not exceed ₹5,000/- at a time. Payment exceeding ₹5,000/- shall be made by NEFT/IMPS/RTGS crossed cheque or demand draft only as per the guidelines issued in this regard. Imprest advances may be issued through TSA/ ECS in respective imprest holders bank accounts.

Payment to suppliers/contractors etc., shall be made only by through A/c payee Cheque/NEFT/RTGS/ ECS/ PFMS/TSA and in exceptional cases by Demand Draft. No payments shall be made by means of bearer cheque/cash.

All payments through PFMS shall be signed only by the officers who have been authorized by the Executive Director as the authorized signatory. The person signing the authorization letter to bank/cheque shall ensure that:

a) The supporting payment vouchers have been signed by the authorized signatory.

b) Names of the payee and the amount on the cheque/payment sheet matches with the particulars given in the relevant vouchers. The particulars in the cheque counterfoils are properly filled in.

c) Cheque issue register should be maintained with particulars such as cheque no., date, Amount, issue in favour of (drawee name).

d) The person authorized to sign cheques must ensure that at no point of time a blank cheque is signed.

4.5 Custody of Cash and Bank Withdrawals/ Deposits.

Cash shall be kept in a safe deposit vault. The key set of the vault shall be kept with 2 officers i.e. one set with the Administrative Officer and the other with the Accounts Officer/Authorized Officer. The cash safe shall be utilized only for the purpose of keeping the cash of the institute and some other important documents like bank guarantee, cheque-books

etc. as may be needed. Under no circumstances cash belonging to anyone else is permitted to be mixed with the official cash. Keeping in view of the normal requirement of cash maximum permissible limits of cash to be kept in the safe shall be prescribed by the Center Head and the amount of cash in safe shall normally not exceed such permissible limits except on grounds of special requirements duly approved by the competent authority.

4.6 Maintenance of Cash Books and Bank Book

Separate ledgers shall be maintained for recording bank and cash transactions. The Cash Book shall be maintained in accounting software in a format as close as possible to the prescribed one. Every entry in the Cash Book on the receipt side shall be supported by duplicate copy of the receipt and on the payment side by paid voucher. The Cash Book shall be written and closed every day. The cash balance as appearing in the cash book at the end of the day's transactions shall be verified by the Management Assistant/ Designated employee with reference to the physical cash available in the chest, after which the Cash Book shall be signed by the Assistant/ Designated employee. The cash in hand shall be subject to surprise inspection by AO(F).

4.7 Reconciliation of Bank Accounts

The bank reconciliation statement for all the banks shall be prepared every month latest by the 7th of the succeeding month. The statement shall be scrutinized every month by the Accounts officer. Any pending reconciliation entry for more than 2 months shall be brought to the knowledge of Financial Advisor/Chief Accounts Officer.

4.8 Security Arrangement for Cash Handling

Accounts Section shall ensure that adequate insurance cover for cash in safe and cash in transit exists. Any variation in the cash limits shall be duly informed to the Executive Director. In respect of persons, who are entrusted with the work of handling cash, fidelity insurance cover shall be obtained.

4.9 Schedule of dates for payments/returns

Certain statutory payments such as NPS Contributions, Tax deducted at source, GST dues, Electricity Bills, Telephone Bills etc., are payable on a recurring basis. Likewise, there are certain statutory returns under taxation and other laws filed at a fixed frequency, generation of TDS certificates or other regular activities like depositing interest earned with Baharat Kosh, submitting periodic information to PMSSY, other funding agency, etc. A quarterly schedule of such compliances shall be drawn up by the Accounts Officer in advance and intimated to the concerned dealing hands for adherence.

4.10 Project Accounting:

Every project shall be provided a unique control number for reference. The same shall be part of ledger name in Tally software.

Any payment released from project funds would be debited to respective project only.

The requisition for release of payment from project funds may be forwarded by Project In-charge or equivalent.

There must be sufficient credit balance available or expected in the project account before any payment is released.

4.11 Vouchers

Every entry in ledger shall be represented through vouchers such as journal vouchers, payment vouchers, contra vouchers, receipt vouchers. Vouchers shall be supported with the respective supporting proof of expenditure or receipts such as bills, invoices, copy of approvals of competent authority etc. Maker checker concept shall be applicable on vouchers.

4.12 Safe Custody of Documents

All vouchers duly numbered shall be arranged serially and preserved in files along with supporting papers on continuous basis. After annual audit is over these will be indexed properly and transferred to record room for future reference.

4.13 TDS Accounting

The TDS deducted by various parties while making payment to Institute shall be accounted for under different ledgers during the year. However, after annual closing each year's TDS shall be shown under a separate ledger indicating the year for which TDS is recoverable to facilitate easy reconciliation.

4.14 Short & Excess Adjustment

After settlement of payment or where old minor balances are appearing in ledger, same may be squared off and transferred to Short & Excess Ledger for an amount up to ₹20/-. However, any balance upto ₹100/- appearing as outstanding in the ledger for a period exceeding one year may also be squared off with the approval of Governing Body.

Chapter 5

Accounting of Grants – in- Aid (GIA)

5.1 Accounting of Grants

Receipt of grant is recorded in the Grant Register as well as in Cash Book/Bank Book and credited to relevant grant account. When expenditure is incurred from the Grant/Funds, payment entries are recorded in Cash Book against the concerned expenditure head.

As per the Accounting Principle, Grant is divided into Revenue Grant and Capital Grant.

Revenue Grant: General Purpose Grants, received from the Ministry are of revenue nature.

Grants received or receivable in respect of specific revenue expenditure shall be recognized as income in the accounting year in which the corresponding revenue expenditure is charged to the Income and Expenditure Account.

Capital Grant: Grants received towards capital expenditure shall be accounted on actual receipt basis. Grants in the form of non-monetary assets (such as fixed assets/ Land given at a concessional rate) shall be accounted for on the basis of the acquisition cost. In case a non-monetary asset is received free of cost, it shall be recorded at a nominal value.

Specific Grant receipts will be accounted according to the nature of Grant i.e., Revenue Grant or Capital Grant. Expenses against the specified grants will be met out of the respective Grant.

5.2 Public Financial Management System (PFMS)

The Public Financial Management System (PFMS), earlier known as Central Plan Schemes Monitoring System (CPSMS), is a web-based online software application developed and implemented by the Office of Controller General of Accounts (CGA). PFMS was started with the objective of tracking funds released under all schemes of GoI, and real time reporting of expenditure at all levels of Programme implementation.

The primary objective of PFMS is to facilitate sound Public Financial Management System for Government of India (GoI) by establishing an efficient fund flow system as well as a payment cum accounting network. PFMS provides various stakeholders with a real time, reliable and meaningful management information system and an effective decision support system, as part of the Digital India initiative of GoI.

The biggest strength of PFMS is its integration with the Core banking system in the Country. As a result, PFMS has the unique capability to push online payments to almost every beneficiary/vendor. At present, PFMS is having interface with the Core Banking System (CBS) of all Public Sector Banks, Regional Rural Banks, major private sector banks, Reserve Bank of India, India post and Cooperative Banks.

The Office of the Controller General of Accounts (CGA), which is the apex accounting authority of the Government of India under Ministry of Finance, is implementing the Public Finance Management System in the entire country.

Institute shall release all online payments through PFMS system.

5.3 Statement of Expenditure and Utilization Certificate

Research Cell or Accounts/ Finance section shall assist the respective PI in preparation of utilization certificate (UC) along with statement of expenditure, manpower statement & fixed assets certificate periodically for submission to the respective funding agency.

Chapter -6

Accounting of Fixed Assets

All items of fixed assets under AIIMS Bibinagar and programs / projects such as Buildings (residential and non-residential), Laboratory equipment, Furniture and fittings, Office Equipment's, Vehicles, Computer & Peripherals, Capital works in progress, Equipment in transit, Equipment in Stores and Advances against purchase of Capital Equipment are included under this head.

The salient points in respect of accounting of fixed assets are indicated below.

- i) Capitalization of the cost of acquisition of assets
- ii) Accounting of depreciation
- iii) Transfers, disposals and discarding of assets.
- iv). Arrangement for physical verification of assets

Capitalization of the cost of Acquisition of Assets

The cost of acquisition of an asset shall include all expenses incurred for bringing the assets into use up to the stage of commissioning. Such cost includes purchase cost, erection cost, supervision cost, freight, insurance and other similar incidental expenditure upto the stage of commissioning of the assets. The acquisition of the cost of the land shall include all initial legal charges including stamp duty and other related expenses.

The journal entry for capitalization of fixed assets shall be passed only in respect of such assets which are completed, commissioned and are ready for use. For other assets which continue to remain in construction, work in progress, no such entry shall be passed and the portion of construction period expenses & un-commissioned assets shall continue to remain in their respective heads of accounts. The allocation of construction period expenses shall be the expenditure incurred during the year under reference. When the assets are commissioned in subsequent years, journal entry shall be passed for capitalizing the cost of assets which shall include all allocated expenses on the particular asset. For purpose of capitalization each building shall be taken as one unit.

The capital assets procured out of project fund may be capitalized at nominal value after completion of project. However, prior approval of concerned funding agency would be obtained.

Normally the capital assets exceeding ₹5000/- shall only be capitalized. However, the smaller value assets may also be capitalized, but in that case full value shall be charged to depreciation in the year of purchase itself leaving a balance of ₹1/-.

Accounting of Deprecation.

Depreciation shall be levied as the per 'written down value' method & rates as prescribed under the Income Tax Act 1961.

Physical verification of Fixed Assets.

Physical verification of assets shall be carried out annually through nominated committee by Admin-in-charge of the. Before starting physical verification, the entries in asset register shall be reconciled with the financial records. After reconciliation the verifiers shall carry out physical verification on the basis of the identification number, location and other details mentioned in the fixed asset register maintained. The verification shall be conducted for assets in possession of each section and discrepancies if any shall be put up to Competent Authority for necessary approval.

Chapter-7

Payroll

Preparation of Payroll:

There are 4 main categories of manpower i.e. regular employees, outsourced manpower through agency, project specific employees and fellows. While the payroll cost of regular employees and some of the outsourced employees and fellows is met from revenue grant rest is met from project specific grant. This section deals with payroll of regular employees only.

For the purpose of pay roll of a month, attendance shall be counted from 25th of the preceding month to 24th of the current month. The Dy Director (Admin) /Controlling Officer/ MS/ Dean(A) section shall forward the attendance details by 25th of the month. The pay sheet containing all necessary details shall be prepared by Accounts based on the leave records, other joining/leaving details and any other relevant details brought on record by the Admin/ MS/ Dean(A) section.

Normally the pay day is the 1st working day of the subsequent month.

Those leaving the organization would be paid on receipt of requisite NOC and investment proofs. Any employee who has submitted investment declaration but fails to submit investment proofs on leaving prior to completing financial year shall be subject to recovery of full TDS.

After the pay sheets are prepared such pay sheets shall be subject to scrutiny and approving them for payment and transfer through NEFT/RTGS/ PFMS/TSA/ ECS to the respective employee. Monthly pay bill shall be verified and approved by the competent authority.

The Income Tax Act imposes responsibility for deduction of Income Tax at source from salaries of the employees whenever the estimated income of the employee under the head salaries during the relevant year is likely to exceed the limit prescribed in the Act. As per the provision of the Act, any person responsible for paying salary shall at the time of payment deduct income tax at source on the amount payable at the rate prescribed for the financial year in which the payment is made on the estimated income of the employee. Before making deductions, the Accounts section shall take into account the contributions made towards tax saving investments made by the employee. Tax is to be deducted proportionately every month. Any short deductions due to unforeseen circumstances noticed during any month may be made good in the subsequent months.

Every year in April employees would be asked to provide a declaration of the estimated tax savings based on which amount of monthly TDS shall be worked out. The employees would need to furnish certified copies of the eligible investment made by 25th March of the financial year or before leaving the organisation as the case may be, failing which full tax shall be deducted. In the absence of any information from employee Accounts shall deduct TDS as per information available with it.

The payment of outsourced manpower shall be released on verification of invoice received from agency.

The payment of project employees shall be released on receipt of all requisite data/certification from the concerned HOD/ Dean/PI.

The payment of fellowship shall be released as per terms of grant.

Chapter 8

Budgeting

Budget represents the statement showing the estimates of receipts and expenditure in respect of a financial year. Financial year commences on 1st day of April of each year and ends on 31st day of March of the following year.

The Budget estimates for the ensuing financial year is finalized by the FA and submitted to PMSSY in October each year. The budget estimates will show following details:

- (a) Actual receipt & expenditure of the preceding financial year.
- (b) Revised estimates for the current year, indicating separately the actual expenditure/receipt up to the end of September in the current year and anticipated expenditure/receipt for the remaining period of the year.
- (c) Budget estimates for the ensuing year in respect of all revenue & expenditure under appropriate head.

Budget shall be prepared showing expenditure separately for each Head of Account in the prescribed form. The Revised Estimates (RE) of current financial year and Budget Estimates (BE) of the following financial year after scrutiny by the FA shall be forwarded to the Executive Director. After the approval of GB/ SFC, Budget Estimate/ Revised Estimate shall be submitted to the PMSSY for release of grant in aid.

No lump sum provision will be made in the Budget except where urgent measures are to be provided for meeting emergent situations or for meeting preliminary expenses on a project/ scheme which has been accepted in principle for being taken up in the financial year.

The estimate of establishment charges should be framed taking into account the trends over preceding three years and other relevant factors like changes in rates of pay, allowances, number of posts and their filling and other relevant instructions issued by the Ministry of Finance from time to time.

Preparation of RE & BE

In preparing the Revised Estimates, while previous year's actuals and current year's trends will be material factors to review the original Budget Estimates, special attention should be devoted to make it as realistic with respect to receipts which are likely to materialize during the rest of the financial year.

In framing the Budget Estimates for the ensuing year, the estimating authorities should exercise due care. While all receipts which can be foreseen in the light of latest trends, decisions and developments must be provided for, care should be taken to ensure that undue optimism does not influence these estimates. Similarly, where the receipts have a seasonal character, due note should be taken thereof in preparing the estimates.

In addition to above, following instructions should also strictly be adhered to while preparing the budget in the revised format.

- 1) Proper control of expenditure will have to be ensured against each budget head.
- 2) All the expenditure should be properly booked against proper budget head only.
- 3) Re-appropriation of different budget heads to sub budget heads can only be done with the prior approval of the Competent Authority.
- 4) Surplus and deficit if any indicated in the budget submitted for the financial year concerned should be ensured while preparing the budget in the above revised format.
- 5) Govt. Circular regarding economy of expenditure, should be adhered to.

Chapter 9

Investment of Surplus Funds

1. Investment of surplus funds should be incurred as per the guidelines prescribed by SFC/Ministry.
2. Funds position shall be reviewed periodically to ascertain the quantum of surplus funds for parking in the short-term instruments available with banks.
3. Safety of funds being of paramount importance, the investment shall be made where principal is reasonably secure.
4. In normal course the investment shall be made with the banks having regular business with AIIMS Bibinagar.
5. Efforts shall be made to co-incide the maturity date of deposits wherever possible.
6. In normal course also, the funds would be kept in savings bank account so that interest is also earned during intermittent period.
7. The interest earned on project funds would be credited to respective projects on best estimate basis.

Chapter 10

Balance Sheet and Income and Expenditure account

The Final Accounts of the Institute shall be prepared in such forms as may be prescribed in the format by the Government of India.

The various heads of accounts are grouped and the balances under the group are reflected in the Balance Sheet. The various sub-groups form part of the schedule to the Balance Sheet. This serves as a tool to link up the balances as per the General Ledger. In order to have an idea of the constituent elements under each head of accounts the item-wise details are prepared and put forth in the detailed schedules. The Uniform Format of balance sheet, income and expenditure and receipts and payment accounts as prescribed & recommended by Government are enclosed as **Annexure- A.**

In addition, Receipt & Payment Account shall also be prepared.

Chapter 11

Statutory/Internal Audit and appointment of auditors:

Statutory Audit: The Accounts of the Institute shall be subject to annual audit by the Comptroller & Auditor General of India, as mandated under section 18 of the AIIMS Act, 1956.

Once Annual Financial Statements are approved by the GB, the C&AG is intimated about the readiness with a request to depute a team of officers to carry-out the process of audit and certification. After certification the team issues Separate Audit Report (SAR), the response thereon is provided enabling C&G to issue final report. The Annual Financial Statement and SAR along with action taken report there on is submitted to the SFC and GB for approval. Thereafter, the annual report is submitted to the MoHFW which arranges the Annual Financial Statement of the year along with SAR to be placed before both the Houses of Parliament.

As its routine process, the Comptroller and Auditor General shall conduct the review of the administrative and financial operations of the AIIMS Bibinagar as and when required, and the report shall be submitted to the Government.

The financial records shall also be subject to audit by Internal Audit of Ministry of Health & Family Welfare for such duration & frequency may be as decided by them.

The Institute would also have an Internal audit section. This section can be either internally constituted or a Chartered Accountant firm can be engaged for the purpose and to extend support in preparation of the financial statements of the Institute with the approval of SFC/GB.

The institute is registered with Income Tax Department under section 12A of the Income Tax Act, 1961 and required to file Annual Return in form. Hence, a firm of Chartered Accountants shall also be hired for conducting Audit under relevant provisions of Income Tax Act, 1961.

Any expenditure incurred in connection with such audit/internal audit shall be payable by the Institute.

MINISTRY OF HEALTH AND FAMILY WELFARE

NOTIFICATION

New Delhi, the 4th December, 2019

S.O. 4347(E).—In exercise of the powers conferred by the proviso to sub-section (1) of section 3 of the All India Institute of Medical Sciences Act, 1956 (25 of 1956), the Central Government hereby establishes the following All-India Institutes of Medical Sciences, namely:—

- (i) All-India Institute of Medical Sciences at Gorakhpur in the State of Uttar Pradesh;
- (ii) All-India Institute of Medical Sciences at Bathinda in the State of Punjab;
- (iii) All-India Institute of Medical Sciences at Guwahati in the State of Assam;
- (iv) All-India Institute of Medical Sciences at Bilaspur in the State of Himachal Pradesh;
- (v) All-India Institute of Medical Sciences at Deoghar in the State of Jharkhand;
- (vi) All-India Institute of Medical Sciences at Bibinagar in the State of Telangana;
- (vii) All-India Institute of Medical Sciences at Vijaypur, Samba in the Union territory of Jammu and Kashmir;
- (viii) All-India Institute of Medical Sciences at Awantipora, Pulwama in the Union territory of Jammu and Kashmir;
- (ix) All-India Institute of Medical Sciences at Rajkot in the State of Gujarat.

[No. Z-28016/134/2019-PMSSY-IV]

SUNIL SHARMA, Jt. Secy.

Description of Account Code:

AIIMS Bibinagar follow a **Uniform Format of Accounts** and an accompanying accounts manual based on the double-entry **accrual system of accounting**, as mandated by the Government of India to ensure uniformity and transparency. This system aligns with the General Financial Rules, 2017 (GFR 2017) and Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI), etc.

Key Features of the Accounts Manual and Format

The manual and format describe the structured process for preparing annual financial statements, which primarily consist of:

- **Balance Sheet:** Reflects the assets, liabilities, and fund balances of the university.
- **Income & Expenditure Account:** Similar to a profit & loss statement for non-profit organizations, showing the excess or deficit of income over expenditure.
- **Statement of Receipts & Payments:** A summary of all cash transactions during the year.
- **Schedules to the Financial Statements:** Detailed breakdowns of each line item in the main statements.
- **Significant Accounting Policies and Notes to Accounts:** Disclosures that provide context and explain the accounting methods used.

Structure and Content

- The format uses a system of heads/sub-heads of accounts organized into specific schedules.

1. Chart of Accounts/Coding:

The specific manual for each organization details its chart of accounts. While individual institutes may have minor variations in their internal codes, they adhere to the common format's major and minor heads. The structure generally includes:

- **Major Heads:** Broad classifications like "Corpus/Capital Fund", "Fixed Assets", "Current Liabilities & Provisions", "Academic Receipts", "Staff Payments & Benefits".
- **Sub-Heads/Schedules:** Detailed categories under the major heads, such as Tangible Assets, Intangible Assets, Investments, Loans & Advances, Income from Investments, Academic Expenses, Administrative Expenses, etc.

The Chart of Accounts contains Account Number for various transactions to be uniformly followed for all the accounts maintained at the Finance Section.

Rules for the Preparation of Annual Accounts

These rules may be called the "**GOVERNMENT ACCOUNTING RULES 1990**" and will come into force with effect from 1st April, 1990.

MINISTRY OF FINANCE (Department of Expenditure) NOTIFICATION New Delhi, the 16th December, 2022 S.O. 5895(E).—In pursuance of clause (3) of article 77 read with article 150 of the Constitution, the President hereby makes the following rules further to amend the **Delegation of Financial Powers Rules, 1978**,

The Ministry of Finance constituted a Committee of Experts on 26th May 1999 (committee reconstituted on 9th February 2000) to give their recommendation on different matters relating to accounts. The committee submitted its report to the Government on 15th November 2000. The report also contained a **uniform form of Financial Statements for the Central Autonomous Bodies**

Every year, from the accounts compiled by the authorities authorised to maintain the accounts of Central Government, State Governments and Union Territory Governments, accounts showing under the respective heads the annual receipts and disbursements for the purpose of Union of each State and of each Union Territory having a Legislative Assembly (including Appropriation Accounts) are to be prepared and got certified by the Comptroller and Auditor General of India. The reports of the Comptroller and Auditor General relating to these accounts shall be submitted to the President or the Governor of a State or the Administrator of a Union Territory having a Legislative Assembly, as the case may be, who shall cause them to be laid before the Houses of Parliament, Legislatures of the States and of Union Territories respectively.

The accounts of Government are based, in the main, on the single entry system and the **double entry system will be applied only in regard to the maintenance of a set of technical accounts called the Journal, Ledger and Trial Balance Sheet.** The main purpose of the Journal and Ledger is to bring out by a scientific method, the balances of accounts in regard to which Government acts as a banker, or remitter or borrower or lender. Though such balances are worked out in the regular Government accounts, their accuracy can be guaranteed only by a periodical verification with balances brought out in the double entry system. In the case of the Central Government, the various **Accounts Officers shall prepare Ledger and summary of balances in accordance with the procedure separately prescribed for the purpose by the Controller General of Accounts.** State Accountants General will maintain separate Journal and Ledger for all transactions of the State Government, from which the annual summary of Balances or Trial Balance Sheet is prepared by them.

Major, Minor and Detailed Heads

The main unit of classification in accounts shall be the major head which shall be divided into minor heads, each of which shall have a number of subordinate heads, generally shown as sub-heads. The subheads are further divided into detailed heads. Sometimes major heads may

be divided into 'sub-major heads' before their further division into minor heads. The Sectors, Major heads, Minor heads, Sub-heads and Detailed heads together constitute a five tier arrangement of the classification structure of Government Accounts.

Major heads of account falling generally correspond to '**Functions**' of Government.

Minor heads subordinate to them shall identify the 'Programme' undertaken to **achieve the objectives of the function** represented by the major head.

Detailed head is termed as an **object classification**. On the expenditure side of the accounts particularly in respect of heads of accounts, detailed heads are primarily meant for **itemized control over expenditure** and indicate the **object or nature of expenditure** on a scheme or organization in terms of inputs such as 'Salaries', 'Office Expenses', 'Grants-in-aid', 'Loans', 'Investments'.

The detailed classification of account heads in Government Accounts and the order in which the Major and Minor heads shall appear in all account records shall be such as are prescribed by the Central Government from time to time on the advice of the Comptroller and Auditor General of India.

The annual accounts of the Central, State and Union Territory Governments shall record transactions which take place during a **financial year running from 1st April to 31st March**.

Classification and accounting of **recoveries of overpayments**: **Recoveries of overpayments** whether made in cash or by deduction from payment vouchers shall always be taken as **reduction of expenditure** under the appropriate expenditure head concerned irrespective of the year to which such recoveries relate. The rules contained in this Chapter indicate the manner of classification of 'recoveries' of expenditure in Government accounts. The term 'recovery' is used in this chapter in a limited sense to denote repayment of or payment by another department of the same Government or by another Government or by a non-Government party (including public sector undertakings, autonomous bodies and private persons and bodies to a Government Department) which initially incurred the charge and classified it in the accounts as final expenditure by debit to revenue or capital heads of accounts.

Classification of Recoveries made from non-Government parties and other Governments including Government outside India. **Recoveries of expenditure for services or supplies made to non-Government parties or other Governments** (including local funds and Governments outside India) shall, in all cases be **classified as receipts of the Government rendering such services or supplies**. Receipts and recoveries on capital Accounts in so far as they represent recoveries of expenditure previously debited to a Capital Major head shall be taken in reduction of expenditure under the major head concerned except where under the rules of allocation applicable to a particular department such receipts have to be taken to revenue

Ordinarily, all amounts due to Government which are found to be irrecoverable shall be written-off from the Debt **head of account concerned to an expenditure head as a loss to**

Government. Similarly, any balance due by Government remaining unclaimed for such time as may be prescribed by Government shall be credited as revenue of the Government concerned by debit to the Debt or Deposit head concerned. Amounts outstanding due to book-keeping errors under heads which close to balance shall be written-off to "8680- Miscellaneous Government Account-Write off from heads of account closing to balance".

Losses or deficiencies of Buildings, lands, stores and equipment any other assets shall not be classified under a separate head, in the accounts, though they should be **written off** from any value or commercial account that may be maintained.

Travelling expenses of a Government servant should on whatever duty he may be employed be debited under the same major/ minor/ subhead as **his pay**. However, in the following cases the travelling expenses of a Government servant may be debited to a major/ minor etc. head different from that to which his pay is debited:

- (i) in cases where a Government servant is required to travel on duty connected with an outside body or fund;
- (ii) When Government considers it necessary to show separately the cost of a special service in connection with which the tour is undertaken, and
- (iii) in cases covered by general or special orders of the Government authorising a deviation from the general rule.

Applicability of **Accounting Standards to Authorities Government Accounting Standards Advisory Board (GASAB)** constituted by Comptroller and Auditor General of India, with the support of Government of India, has been working on migration to accrual basis accounting in Union and States. To facilitate such pilot studies and to scale up activities, GASAB decided to develop accrual basis accounting standards alongside cash basis standards.

Accounting Standard-3 (Related to Cash Flow Statements) Information about the cash flows of an enterprise is useful in providing users of financial statements with a basis to assess the ability of the enterprise to generate cash and cash equivalents and the needs of the enterprise to utilize those cash flows. The economic decisions that are taken by users require an evaluation of the ability of an enterprise to generate cash and cash equivalents and the timing and certainty of their generation. The Standard deals with the provision of information about the historical changes in cash and cash equivalents of an enterprise by means of a cash flow statement which classifies cash flows during the period from operating, investing and financing activities.

AS No.	Particulars
AS-1	Disclosure of Accounting policies
AS-2	Valuation of Inventories
AS3	Cash Flow Statements

AS-4	Contingencies and events occurring after balance sheet date
AS-5	Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies
AS-6	Depreciation Accounting
AS7	Construction Contracts
AS-9	Revenue Recognition
AS-10	Accounting for fixed assets
AS-11	The Effects of Changes in Foreign Exchange rates
AS-12	Accounting for Government grant
AS-13	Accounting for Investments
AS14	Accounting for Amalgamations
AS-15	Employee Benefits
AS16	Borrowing Costs
AS18	Related Party Disclosures
AS21	Consolidated Financial Statements
AS 22	Accounting for Taxes on Income
AS23	Accounting for Investments in Associates in Consolidated Financial Statements
AS24	Discontinuing Operations
AS-26	Intangible Assets
AS-28	Impairment of Assets
AS-29	Provisions , Contingent liabilities and contingent assets

AccountingStandrd-6(DepreciationofFixedAssets)

Depreciationis a measure of thewearing out, consumption orotherloss of value of depreciable assets arising fromuse, effluxion of time orobsolescencethrough technology and market changes. Depreciation is allocated so as to charge a fair proportion of the depreciable amount in each accounting period during the expected useful life of the asset. Depreciation includes amortization of Assets whose useful life is predetermined.

AS-12AccountingforGovernmentGrants.

Grants/ Subsidies received from the Government and Foreign Financial institutions for acquisition of assets under agreements approved by the Government are treated as Capital Grants.

AS-11 The Effects of changes in Foreign Exchange Rates.

Transactions in foreign currency are accounted at the exchange rate prevailing on the date of transaction. The Assets and Loans/Other Liabilities as on the date of the balance sheet in foreign currency are reflected at the exchange rate prevailing at the end of the year except the balance in Exchange Earners Foreign Currency Account which is accounted for at the rate prescribed for such Account.

AS-13. Accounting for Investments

Long-term investments are stated at cost unless there is a permanent fall in the value thereof.

AS-15. Employee Benefits (Accounting for Retirement Benefits in the Financial Statement of Employers)

The provision for Gratuity, Earned leave, Half-pay leave, medical benefits for employees including retired employees and settlement benefits is made on the basis of actuarial valuation.

The liability for retirement benefits of the regular employees and employees on contract (long term) of the Authority in respect of gratuity and leave encashment is accounted for based on the accrued liability and is not funded separately.

AS-26. Intangible Assets

Intangible assets like software which are expected to provide future enduring economic benefits are capitalized and amortized over a period of five years.

Intangible assets are recognized only if it is probable that future economic benefits that are attributable to the asset will flow to the Corporation and the cost of the asset can be measured reliably and such asset should be measured initially at cost. Expenditure having medium term benefit for sustenance of operation is amortized over a period of five years. Lump sum compensation paid on compassionate ground in lieu of employment are amortized over a period of five years.

All the autonomous organizations should follow one common format for its accounting and presentation of accounting information. The Committee recommended a uniform format of 'Financial Statements for the Central Autonomous Bodies (Non-profit organizations and similar institutions)'. The Committee recommended a standard format for the 'Balance Sheet', for the 'Income and Expenditure Account', for the schedules to the above financial statements, and a standard format for the 'Statement of Receipts and Payments'. Since the autonomous bodies are run as non-profit organizations, the preparation and presentation of information in the '**Profit and Loss Account**' was not considered necessary.

The Accounting will be based on the principle of 'Accrual System of Accounting' and the concept of 'Going Concern' will have to be maintained. These two principles stated by the Committee of Experts are the underlying assumptions while preparing or while presenting financial statements. Under the 'Accrual System of Accounting' the effects of transactions and other events are recognized when they occur (and not as cash or cash equivalent is paid or received) and they are recorded in the accounting records and reported in the financial statements of the periods to which they relate. The concept of 'Going concern' recognizes the fact that the organization is a going concern and will continue in operation for the foreseeable future.

Provision for Depreciation on Fixed Assets is to be made applicable in respect of all the autonomous Organizations. This recommendation is in line with the earlier recommendation on 'Accrual Basis of Accounting' in as much as the use of fixed assets in operations and working of an organization should be recognized in the period in which the assets are used and over the useful life of an asset.

The Committee recommended that the financial statements for the Central Autonomous Organizations be prepared and presented in the formats and in the manner given hereunder:

- i) Balance Sheet
- ii) Income and Expenditure Account
- iii) Schedules to the above Financial Statements
- iv) Disclosure of significant Accounting Policies
- v) Disclosure of further information through 'Note on Accounts'
- vi) Statement of Receipts and Payments

Each component of Financial Statements is to contain financial information for the current year with comparative figures for the previous year. **The financial figures are to be expressed and stated in whole rupees.**

INSTRUCTIONS AND ACCOUNTING PRINCIPLES

The financial statements of non-profit and other similar organizations (viz., **Balance Sheet and Income and Expenditure Account**) shall be **prepared on accrual basis**; shall be in the form suggested, or as near thereto as possible.

If the information required to be given under any of the items or sub-items in this Form cannot be conveniently included in the Balance Sheet or the Income and Expenditure Account itself, as the case may be, it can be furnished in a separate Schedule or Schedules to be annexed to and forming part of the Balance Sheet or The Income and Expenditure Account.

This is recommended where item are numerous.

A statement of all significant accounting policies adopted in the preparation of the Balance Sheet and the Income and Expenditure Account shall be included in the financial statements, and the significant Accounting Policies should be disclosed at one place. **Accounting Policies refer to the specific accounting principles and the method of applying those principles adopted by the Entity in the preparation of the financial Statements.** Where any of the accounting policies is not in conformity with accounting standards, and the effect of departures from accounting standards is material, the particulars of the departures shall be disclosed, together with the reasons therefor and the financial effect thereof, except where such effect is not ascertainable.

Accounting policies shall be applied consistently from one financial year to the next. Any change in the accounting policies which has a material effect in the Current period or which is reasonably expected to have a material effect in latter periods shall be disclosed. In case of a change in accounting policies, which has a Material effect in the current period, the amount by which any item in the financial statements is affected by such change shall also be disclosed to the extent ascertainable. Where such amount is not ascertainable, wholly or in part, the fact shall be disclosed.

Provisions shall be made for all known liabilities and losses even though the amount cannot be determined with substantial accuracy (and the amount of provision represents only a best estimate in the light of available information). 'Provision' means any amount written off or retained by way of providing for (depreciation, renewals or diminution in value of assets, or retained by way of providing for any known liability, the amount of which cannot be determined with substantial accuracy.

Provisions shall be made for contingent loss if:

It is probable that future events will confirm that, after taking into account any related **probable recovery**, an **asset has been impaired** or liability has been incurred at the balance sheet date, and reasonable estimate of the amount of the resulting loss can be made. If either of the above conditions is not met, the existence of the contingent loss shall be disclosed by way of a note to the Income and Expenditure account, unless the possibility of the loss is remote.

Where any amount written off or retained by way of providing for depreciation, renewals or diminution in the value of assets or retained by way of providing for any known liability is in excess of the amount, which is considered reasonably necessary for the purpose, the excess shall be treated as a reserve and not as a provision.

Revenues shall not be recognized unless:

- The related performance has been achieved;
- No significant uncertainty exists regarding the amount of the consideration; and
- It is not unreasonable to expect realization and ultimate collection.

Separate disclosure shall be made in the Income and Expenditure Account

in respect of:

- “Prior Period” items, which comprise material items of income or expenses which arise in the current period as a result of errors or omissions in the preparation of the financial statements of one or more prior periods.
- Extra-ordinary”items, which are material items of income or expenses, that arises from events or transactions that are clearly distinct from the ordinary activities of the entity and, therefore, are not expected to recur frequently or regularly.
- Any item under the head “**Miscellaneous Expenses**” which exceeds’ **1 percent of the total turnover/gross income of entity or Rs. 50,000/-** whichever is higher. This shall be shown as a separate and distinct item against an appropriable head in the Income and Expenditure account.

The Schedules referred to in the form, the **accounting policies and explanatory notes shall form an integral part of the financial statements**. Notes to the Balance Sheet and Income and Expenditure Account shall **contain the explanatory material** pertaining to the items in the Balance Sheet and the Income and Expenditure Account.

SCHEDULE 3-EARMARKED/ENDOWMENT FUNDS

- Amounts received as grants or assistance, or retained by the entity to be utilized for specific or remarked purposes and remaining to be expended/utilized for **the specific purpose** for which these are intended, are required to be disclosed under this head. Such funds may be received in cash or kind from Government, Govt. agencies, institutions and other agencies etc. and are subject to compliance by the entity, of certain stipulated terms and conditions. For this reason, the balances available and their utilization should be disclosed in the manner suggested in the Schedule. The plan Funds received from the Central and /or State Governments are to be shown as distinct category of Fund.
- Other plan funds earmarked/endowed for any chair, house, building, Trust etc. are to be shown as distinct category of Fund. The following shall not be reckoned as part of Earmarked Funds:
- Grants/funds, which have the characteristics of promoters’ contribution, which are of the nature of additions/accretion to the Corpus Fund:
- Funds/grants received by the Entity as compensation for expenditure/losses incurred in the earlier years, as these would be reckoned only in the Income and Expenditure Account for the year.
- Non-monetary grants by way of capital assets or other resources, corresponding credit of which is of the nature of capital reserve, unless such grants are specified as irrevocable contribution to the Corpus.

- It is appropriate to ensure that the accretion to and utilization of earmarked funds is in accordance with the terms and conditions attaching to the same. Earmarked Funds, considering their nature, are represented by specifically earmarked investments or other assets.
- Plan Funds received from the Central/State Governments are to be shown as separate Funds and not to be mixed up with any other Funds.
- Records relating to fixed assets acquired/constructed should be maintained for each earmarked fund. However, for the purpose of the annual financial statements disclosure may be made of the aggregate accumulated cost up to each year and of such fixed assets in respect of each financial undertaking, unless the assets are taken over and are incorporated in Schedule 8.

SCHEDULE 8—FIXED ASSETS:

Fixed Assets are those assets, which are held with the intention of being used for the **purpose of producing or services** and not held for sale in the normal course of trade. Separate Account heads should be **maintained** in the ledgers and kept reconciled with the **Fixed Assets registers**. Disclosure of Information under the below sub-heads is encouraged.

Under sub-heads should be shown:

- The cost or the valuation as at the beginning of the year
- **Additions** during the year (both acquisitions and by way of grants)
- **Deductions** (include sales, disposals, write-offs) during the year. The total cost/valuation as at the year-end.
- **Depreciation** upto the previous year-end, that on addition during the year and the total accumulated depreciation upto the year ends.
- The net block of the assets as at the year-end.

LAND

Freehold land where immovable properties are purchased/acquired by paying a composite cost, a reasonable/reliable estimate should be made of the land cost and shown separately.

Leasehold land should be amortized over the period of lease unless the lease is in perpetuity.

BUILDINGS

- **On freehold land**, as far as practicable, distinction may be made between factory and office buildings for purposes of provision for depreciation at different rates.
- **On leasehold land** Building/premises shall be those which are intended to be

wholly/partly used for the purposes of the activities of the Entity and would not include” Investment Properties”. Ownership Flats/Premises Superstructures on leasehold lands should be depreciated to be co-terminus with the amortization of land, unless the superstructures have a shorter life.

- Superstructures on Land and Building shall include roads, bridges, and culverts belonging to the Entity

PLANT,MACHINERY&EQUIPMENT

- EarthmovingMachinery
- Boilers
- Furnaces
- Generators
- Dyes/Mould
- Machineryusedforspecificindustry/services
likeBuildingcontractors,inhospitals/clinics,processingunits,hydraulicworks(including pipelines),
Tool rooms
- Otheritemsusedformanufacture/processingetc.

VEHICALS

- Tractors/Trailers
- Trucks,Jeepsand Vans
- MotorCars
- MotorCycles,Scooters,ThreeWheelersand Mopeds
- Rickshaws

FURNITURE,FIXTURES

- Cabinets/Almirahs/FilingRacks
- Air-conditioners/Air-conditioningPlant
- Air Coolers
- WaterCoolers
- Tables/Chairs/Sofas/Carpets
- Woodenpartitions/temporarystructures
- VoltageStabilizers,UPSSystems.
- OtherItems

OFFICEEQUIPMENT

- Typewriters
- Photocopiers/duplicators

- FaxMachines

COMPUTER/PERIPHERALS

- Computers
- Printers
- Otherperipherals
- Floppies
- CD
- Software

ELECTRICINSTALLATION

- ElectricalMachinery
- ElectricLights/Fans
- Switchgearinstruments
- Transformers
- ElectricWiringandfittings.

LIBRARY BOOKS will include books/journals/information stored in CD ROMs.

TUBEWELLS&WATERSUPPLYSYSTEMS

- Tube wells
- WaterSupplySystem

CAPITAL WORK- IN-PROGRESS Fixed assets in the course of construction should be shown against this head till they are ready for their intend use. Plant, Machinery and equipment acquired and pending installation should also be included here.

RulesofAssets Recognition

The accounting policy relating to accounting for fixed assets acquired (including by way of grants or at concessional rates), or constructed should be disclosed along with the method adopted for depreciation/amortization.

Where sums have been written up for any assets due to their revaluation, the basis thereof should be disclosed; and every balance sheet after thefirst balanceSheetsubsequenttotherevaluationshouldshowntherevised figures for a period of five years with the date and amount of revision.

Wheregrantsrelatingtospecificfixedassetsarereceivedandtheseareequal to the whole or virtually the whole of the cost of the asset, the fixed assets should be showninthe Balance Sheet at nominalvalue. Alternatively, grants related to depreciable fixed assets may be treated as deferred income and recognized in the income and Expenditure Account On a systematic and

rational basis over the useful life of such assets i.e. such grants should be allocated to income over the periods and in the proportions in which depreciation is charged. Grants related to non-depreciable assets should be credited to “Capital Reserve” ‘unless there are pre-conditions requiring fulfillment.

Rules of Depreciation

Depreciation shall be provided so as to **charge the depreciable amount of a depreciable asset over its useful life**. Depreciation is a measure of the wearing out, consumption or other loss of value of a depreciable asset arising from use, effluxion of time or obsolescence through technology and market changes. It includes amortization of assets the useful life of which is determined and depletion of wasting assets.

For this purpose: Depreciable asset means an asset which is expected to be **used during more than one accounting period, and has a limited useful life**; and is held by the entity for use in the **production or supply of goods and services**, for rental to others, or for administrative purpose and not for the purpose of sale in the ordinary course of its business/operating activities.

Depreciable amount of a depreciable asset means its original cost, or other amount substituted for **original cost in the financial statements less the residual value**;

Useful life means either - The period over which a depreciable asset is expected to be used by the Entity, or The number of production or similar units expected to be obtained from the use of the asset by the Entity.

SCHEDULE 13 – GRANTS/SUBSIDIES:

Central Government Grants Subsidies or other similar assistance received for **the general purpose and objectives of the Entity**, on an irrevocable basis, or to cover expenditure incurred in prior periods shall be included in this Schedule.

State Government(s) Government Agencies these grants etc. are without any conditions attached as to their utilization and are of the nature of non- refundable amounts, which are to be appropriated to income.

Institutions/Welfare Bodies International Organizations The gross receipts shall be shown against each sub-head, and grants/subsidies which are given in turn to other institution/organizations on irrevocable basis, as expenditure should be considered in Schedule 22.

Others (specify)

SCHEDULE 20 – ESTABLISHMENT EXPENSES:

- Salaries and Wages The gross expenditure against each head including in respect of staff on deputation should be disclosed.
- Allowances and Bonus

- Contribution to Provident Fund
- Contribution to Other Fund (specify) Statutory obligation of the Entity Towards provident fund, Employees' state insurance, retirement
- Staff Welfare Expenses benefits etc. should be disclosed clearly and item-wise.
- Expenses on Employees' Retirement and Terminal Benefits In case of recoveries like fines, penalties etc. the same should not be deducted for the expense
- Others (specify)

Uniform Format of Accounts for the Central Autonomous Bodies

Parliamentary Committee on Papers in its 60th Report laid on the table of Rajya Sabha on 27th March 1998 felt that there is an urgent need of reviewing the method of presentation of accounts by the Central Autonomous Organizations and impressed upon the Government to set up a Committee of Experts to work out a format prescribing a standard norms of accounts to bring similarity and transparency in the presentation of their accounts.

The Ministry of Finance accordingly constituted a Committee of Experts on 26th May 1999 (committee reconstituted on 9th February 2000) to give their recommendation on different matters relating to accounts. The committee submitted its report to the Government on 15th November 2000. The report also contained a uniform form of Financial Statements for the Central Autonomous Bodies.

Terms of Reference of the Committee of Experts

The terms of reference of the Committee of Experts constituted by the Government of India were as follows:

- i. To prescribe a standard or model format of accounts and accounting reports which Central Autonomous Organizations could adopt.
- ii. To suggest measures to enable clarity, transparency and simplicity in the presentation of accounts of such organizations.
- iii. To suggest measures to enable evaluation through the accounts to the extent of achievement of socio-economic objectives of the organization, especially with regard to grants released by the Government.
- iv. Any other matters, which would enhance analytical and effective presentation of accounts of autonomous organizations.

Major issues/deviations noticed by the Committee in preparation and presentation of financial statements by some autonomous organizations

The Committee of Experts examined the recent financial statements of most of the autonomous organizations, obtained their comments and observed that (only major issues are indicated here):

1. In most of the cases accounts are maintained on cash basis and not on accrual basis.

The committee had observed that most of the organizations prepared their accounts on cash basis, the major disadvantage being that it does not provide adequate distinction between capital and revenue and its recoding of assets and liabilities remains incomplete. Besides, some of the organizations were maintaining accounts on a combination of cash systems and accrual system of accounting and, thus, making a comparative study of accounts of various autonomous bodies impossible.

Also in this way, uniformity, comparability and transparency are missing in the accounting information system

2. Fixed assets are not depreciated in case of some entities.

In accrual accounting, Fixed Assets are to be shown net of depreciation, such depreciation being spread over their useful life, and the annual amount of depreciation is added to the operative cost as cost for that year. Without the provision for depreciation, the 'True and Fair View' of financial position of the organization cannot be established.

3. For income-tax exemptions, certain accounting treatments will be required.

In order to avail income tax exemptions, the NGOs are to keep investible funds in the prescribed mode and they are refrained from lending money to other bodies. The Income Tax Act also provides provision for depreciation to be made by following 'written down value' method.

Recommendations of the Committee of Experts

The Committee of Experts appointed by the Government of India (on 26th May 1999/9th February 200) submitted their recommendation to the Government on 15th November 2000. The Committee made the following recommendation:

1. All the autonomous organizations should follow one common format for its accounting and presentation of accounting information.

The Committee recommended a uniform format of 'Financial Statements for the Central Autonomous Bodies (Non-profit organizations and similar institutions)'. The Committee recommended a standard format for the 'Balance Sheet', for the 'Income¹ and Expenditure Account'³, for the schedules to the above financial statements, and a standard format for the 'Statement of Receipts and Payments'.

Since the autonomous bodies are run as non-profit organizations, the preparation and presentation of information in the 'Profit and Loss Account' was not considered necessary. The recommended uniform format of accounts will be discussed in detail later in this session.

2. Within the common format of accounts, further additional information may be given as is prescribed for the Central Universities and other Educational Institutions and for the District Rural Development Agencies.

Autonomous bodies work in diverse fields. In order to enable the Central Universities and other educational institutions and District Rural Development Agencies to present complete information in their financial statements, the Committee recommended that these organizations may provide additional information within the recommended format of accounts or they may be asked (by Ministries, etc.) to provide additional information. To avoid any rigidity in approach to the preparation of financial statements the Committee has taken care in prescribing that the suggested formats shall be adhered to subject to any special features applicable in certain cases and specialized entities, and the statements can be prepared in the formats, or as near there to as possible. The formats need not, therefore, be viewed as rigid in that there is some degree of flexibility in their adoption. This format does intend to give an overall structure in which the autonomous organizations are expected to

generate necessary information for the management, the Government and other users of financial information.

3. The Financial Statements and its schedules will provide full disclosure of the organization and all its accounting information.

The recommended formats of financial statements and the recommended schedules have been so designed by the Committee of Experts that they will provide full disclosure of the organization and all the accounting information.

Otherwise also the recommendation makes it mandatory for the organizations to provide complete information about the organization and the accounting information, should it be not provided in the recommended uniform formats.

4. The Accounting will be based on the principle of 'Accrual System of Accounting' and the concept of 'Going Concern' will have to be maintained.

These two principles stated by the Committee of Experts are the underlying assumptions while preparing or while presenting financial statements. Under the 'Accrual System of Accounting' the effects of transactions and other events are recognized when they occur (and not as cash or cash equivalent is paid or received) and they are recorded in the accounting records and reported in the financial statements of the periods to which they relate. The concept of 'Going concern' recognizes the fact that the organization is a going concern and will continue in operation for the foreseeable future.

5. Provision for Depreciation on Fixed Assets is to be made applicable in respect of all the autonomous Organizations.

This recommendation is in line with the earlier recommendation on 'Accrual Basis of Accounting' in as much as the use of fixed assets in operations and working of an organization should be recognized in the period in which the assets is used and over the useful life of an asset.

6. The committee recommends that the Financial Statements for the Central Autonomous Organizations be prepared and presented in the formats recommended. The formats should be made applicable for all accounting years commencing on or after 1.4.2001. Earlier application is encouraged.

Use of common format for financial statements

Central Autonomous Bodies are required to compile their accounts henceforth (from the accounting year 2001-02) in the common format. However, in case of autonomous bodies governed by separate Acts where the Comptroller and Auditor General of India is the sole auditor, format of accounts earlier received from the Government and duly approved may remain unchanged.

Recommended format for financial statements

The Committee recommended that the financial statements for the Central Autonomous Organizations be prepared and presented in the formats and in the manner given hereunder:

- i) Balance Sheet
- ii) Income and Expenditure Account
- iii) Schedules to the above Financial Statements
- iv) Disclosure of 'significant Accounting Policies'
- v) Disclosure of further information through 'Note on Accounts'
- vi) Statement of Receipts and Payments

Each component of Financial Statements is to contain financial information for the current year with comparative figures for the previous year. The financial figures are to be expressed and stated in whole rupees.

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity _____

BALANCE SHEET AS AT _____

Amount-Rs.			
<u>CORPUS/CAPITAL FUND AND LIABILITIES</u>	Schedule	Current Year	Previous Year
CORPUS/CAPITAL FUND	1		
RESERVES AND SURPLUS	2		
EARMARKED/ ENDOWMENT FUNDS	3		
SECURED LOANS AND BORROWINGS	4		
UNSECURED LOANS AND BORROWINGS DEFERRED	5		
CREDIT LIABILITIES	6		
CURRENT LIABILITIES AND PROVISIONS	7		
TOTAL			
<u>ASSETS</u>			
FIXED ASSETS	8		
INVESTMENTS - FROM EARMARKED/ ENDOWMENT FUNDS	9		
	10		
INVESTMENTS - OTHERS	11		
CURRENT ASSETS, LOANS, ADVANCES ETC.			
MISCELLANEOUS EXPENDITURE (to the extent not written off for adjusted)			
TOTAL			
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

INCOMEANDEXPENDITUREACCOUNTFORTHEPERIOD/YEARENDED_____

(Amount-Rs.)

<u>INCOME</u>	Schedule	Current Year	Previous Year
Income from Sales/ Services	12		
Grants/Subsidies	13		
Fees/Subscriptions	14		
Income from Investments (Income on Invest. From earmarked/ endow. Funds transferred to Funds)	15		
Income from Royalty, Publication etc.	16		
Interest Earned	17		
Other Income	18		
Increase/(decrease) in stock of Finished goods and works-in-progress	19		
TOTAL(A)			
EXPENDITURE			
Establishment Expenses	20		
Other Administrative Expenses etc.	21		
Expenditure on Grants, Subsidies etc.	22		
Interest	23		
Depreciation (Net Total at the year-end-corresponding to Schedule 8)			
TOTAL(B)			
Balance being excess of Income over Expenditure (A-B)			
Transfer to Special Reserve (Specify each)			
Transfer to/from General Reserve			
BALANCE BEING SURPLUS/(DEFICIT) CARRIED TO CORPUS/CAPITAL FUND			
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE1-CORPUS/CAPITAL FUND:</u>	CurrentYear		PreviousYear	
Balance as at the beginning of the year				
Add: Contributions towards Corpus/Capital Fund				
Add/(Deduct): Balance of net income/(expenditure) transferred from the Income and Expenditure Account	 —		 —	
<u>BALANCE AT THE YEAR-END</u>				

<u>SCHEDULE2- RESERVES AND SURPLUS:</u>	CurrentYear		PreviousYear	
1. <u>Capital Reserve:</u>				
As per last Account				
Addition during the year				
Less: Deductions during the year	(...) —		(...) —	
2. <u>Revaluation Reserve</u>				
As per last Account	(...)		(...)	
Addition during the year				
Less: Deductions during the year	(...) —		(...) —	
3. <u>Special Reserve</u>				
As per last Account	(...)		(...)	
Addition during the year				
Less: Deductions during the year	(...) —		(...) —	
4. <u>General Reserve</u>				
As per last Account	(...)		(...)	
Addition during the year				
Less: Deductions during the year	(...) —		(...) —	
<u>TOTAL</u>				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 3- EARMARKED/ ENDOWMENT FUNDS</u>	<u>FUND-WISE BREAKUP</u>				<u>TOTAL</u>	
	Fund WW	Fund XX	Fund YY	Fund ZZ	Current Year	Previous Year
a) <u>Opening balance of the funds</u>						
b) <u>Additions to the Funds:</u>						
i. <u>Donation/grants</u>						
ii. <u>Income from investments made on account of funds</u>						
iii. <u>Other additions (specify nature)</u>						
	—				—	
		—	—	—		
						
<u>TOTAL (a+b)</u>						
c) <u>Utilisation/ Expenditure towards objectives of funds</u>						
i. <u>Capital Expenditure</u>						
- <u>Fixed Assets</u>						
- <u>Others</u>						
<u>Total</u>	—	—	—	—	—	—
ii. <u>Revenue Expenditure</u>						
- <u>Salaries, Wages and allowances etc.</u>						
- <u>Rent</u>						
- <u>Other Administrative expenses</u>						
<u>Total</u>	—	—	—	—	—	—
						
<u>TOTAL (c)</u>						
<u>NET BALANCE AS AT THE YEAR-END (a+b-c)</u>						
<u>Notes</u> 1) Disclosures shall be made under relevant heads based on conditions attaching to the grants. 2) Plan Funds received from the Central/ State Governments are to be shown as separate Funds and not to be mixed-up with any other Funds						

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

	CurrentYear		PreviousYear	
<u>SCHEDULE 4–SECURED LOANS AND BORROWINGS:</u>				
1. Central Government				
2. State Government(Specify)				
3. Financial Institutions				
a) Term Loans				
b) Interest accrued and due	_____		_____	
				
4. Banks:				
a) Term Loans				
- Interest accrued and due				
b) Other Loans (specify)				
- Interest accrued and due	_____		_____	
				
5. Other Institutions and Agencies				
				
6. Debentures and Bonds				
7. Others (Specify)				
<u>Total</u>				
<u>Note:</u> Amounts due within one year				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULES 5- UNSECURED LOANS AND BORROWINGS</u>	Current Year	Previous Year
1. Central Government		
2. State Government (Specify)		
3. Financial Institutions		
4. Banks:		
a) Term Loans		
b) Other Loans(specify)		
5. Other Institutions and Agencies		
6. Debentures and Bonds		
7. Fixed Deposits		
8. Others (Specify)		
<u>TOTAL</u>		
<u>Note:</u> Amounts due within one year		

<u>SCHEDULE 6- DEFERRED CREDIT LIABILITIES:</u>	Current Year	Previous Year
a) Acceptances secured by hypothecation of capital equipment and other assets		
b) Others		
<u>TOTAL</u>		
<u>Note:</u> Amounts due within one year		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 7- CURRENT LIABILITIES AND PROVISIONS</u>	Current Year		Previous Year	
<u>A. CURRENT LIABILITIES</u>				
1. Acceptances				
2. Sundry Creditors:				
a) For Goods				
b) Others				
3. Advances Received				
4. Interest accrued but not due on:				
a) Secured Loans/ borrowings				
b) Unsecured Loans/ borrowings				
5. Statutory Liabilities:				
a) Over due				
b) Others				
6. Other current Liabilities				
TOTAL(A)				
<u>B. PROVISIONS</u>				
1. For Taxation				
2. Gratuity				
3. Superannuation/ Pension				
4. Accumulated Leave Encashment				
5. Trade Warranties/ Claims				
6. Others (Specify)				
TOTAL(B)				
TOTAL(A+B)				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity _____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____ (Amount-Rs.)

<u>SCHEDULE 8- FIXED ASSETS</u>										
<u>DESCRIPTION</u>	<u>GROSSBLOCK</u>				<u>DEPRECIATION</u>				<u>NETBLOCK</u>	
	Cost/ valuation As at beginning of the year	Additions during the year	Deductions during the year	Cost/ valuation at the Year-end	As at the beginning of the year	On Additions During Theyear	On Deductions During the year	Total upto the year-end	As at the current year-end	As at the previous year-end
<u>FIXED ASSETS:</u>										
<u>LAND:</u>			(.....)							
a) Free hold			(.....)							
b) Lease hold <u>BUILDINGS:</u>			(.....)							
a) On Free hold Land			(.....)							
b) On Lease hold Land			(.....)							
c) Ownership Flats/ Premises			(.....)							
d) Super structures on Land not belonging to the entity			(.....)							
PLANTS MACHINERY & EQUIPMENT			(.....)							
VEHICLES			(.....)							
FURNITURE, FIXTURES, OFFICE EQUIPMENT			(.....)							
COMPUTER/ PERIPHERALS			(.....)							
ELECTRIC INSTALLATIONS			(.....)							
LIBRARY BOOKS			(.....)							
TUBEWELLS & W.SUPPLY			(.....)							
OTHER FIXED ASSETS			(.....)							
TOTAL OF CURRENT YEAR										
PREVIOUS YEAR										
<u>CAPITAL WORK-IN PROGRESS</u>										
<u>TOTAL</u>										
Date to be given as to cost of assets on hire purchase basis included above)										

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 9- INVESTMENTS FROM EARMARKED/ ENDOWMENT FUNDS</u>	Current Year	Previous Year
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
<u>TOTAL</u>		

<u>SCHEDULE 10- INVESTMENTS OTHERS</u>	Current Year	Previous Year
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
<u>TOTAL</u>		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

SCHEDULE 11- CURRENT ASSETS, LOANS, ADVANCES ETC.	Current Year		Previous Year	
A. <u>CURRENT ASSETS:</u>				
1. <u>Inventories:</u>				
a) Stores and Spares				
b) Loose Tools				
c) Stock-in-trade				
Finished Goods				
Work-in-progress				
Raw Materials	—		—	
2. <u>Sundry Debtors:</u>				
a) Debts Outstanding for a period exceeding six months				
b) Others				
3. <u>Cash balances in hand</u> (including cheques/drafts and imprest)	—		—	
4. <u>Bank Balances:</u>				
a) <u>With Scheduled Banks:</u>				
-On Current Accounts				
-On Deposit Accounts(includes margin money)				
-On Savings Accounts				
b) <u>With non-Scheduled Banks:</u>	—		—	
-On Current Accounts				
-On Deposit Accounts				
-On Savings Accounts				
5. <u>Post Office-Savings Accounts</u>	—		—	
				
<u>TOTAL(A)</u>				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

SCHEDULE II- CURRENT ASSETS, LOANS, ADVANCES ETC.(Contd.)	Current Year		Previous Year	
B. LOANS, ADVANCES AND OTHER ASSETS				
1. <u>Loans:</u>				
a) Staff				
b) Other Entities engaged in activities/ objectives similar to that Of the Entity				
				
c) Other (specify)				
				
2. <u>Advances and other amounts recoverable in cash or ink indoor for value to be received:</u>	—		—	
a) On Capital Account				
b) Prepayments				
c) Others				
3. <u>Income Accrued:</u>				
a) On Investments from Earmarked/ Endowment Funds	—		—	
b) On Investments-Others				
c) On Loans and Advances				
d) Others				
(includes income due unrealized-Rs.....)				
				
4. <u>Claims Receivable</u>	—		—	
				
				
<u>TOTAL(A)</u>				
<u>TOTAL(A+B)</u>				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 12- INCOME FROM SALES/ SERVICE</u>	Current Year	Previous Year
1) <u>Income from sales</u>		
a) Sale of Finished Goods		
b) Sale of Raw Material		
c) Sale of Scraps		
2) <u>Income from Services</u>		
a) Labour and Processing Charges		
b) Professional/Consultancy Service		
c) Agency Commission and Brokerage		
d) Maintenance Services (Equipment/Property)		
e) Others (Specify)		
<u>TOTAL</u>		

<u>SCHEDULE 13-GRANTS/ SUBSIDIES</u> (Irrevocable Grants & Subsidies Received)	Current Year	Previous Year
1)Central Government		
2)State Government(s)		
3)Government Agencies		
4)Institutions/Welfare Bodies		
5)International Organisations		
6)Others (Specify)		----
<u>TOTAL</u>		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT __ (Amount-Rs.)

<u>SCHEDULE 14- FEES/ SUBSCRIPTIONS</u>	Current Year	Previous Year
1) Entrance Fees		
2) Annual Fees/Subscriptions		
3) Program Fees		
4) Consultancy Fees		
5) Others (Specify)		
<u>TOTAL</u>		
<u>Note-</u> Accounting Policies towards each item are to be disclosed		

<u>SCHEDULE 15-INCOME FROM INVESTMENTS</u> (Income on Invest. From Earmarked/ Endowment Funds transferred to Funds)	Investment from EarmarkFund		Investment-Others	
	Current Year	Previous Year	Current Year	Previous Year
1) Interest				
a) On Govt. Securities				
b) Other Bonds/ Debentures				
2) Dividends:				
a) On Shares				
b) On Mutual Fund Securities				
3) Rents				
4) Others (Specify)				
<u>TOTAL</u>				
<u>TRANSFERRED TO EARMARKED/ ENDOWMENT FUNDS</u>				

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 16- INCOME FROM ROYALTY, PUBLICATION ETC.</u>	Current Year	Previous Year
		
1) Income from Royalty		
2) Income from Publications		
3) Others (specify)		
<u>TOTAL</u>		

<u>SCHEDULE 17-INTEREST EARNED</u>	Current Year	Previous Year
		
1) On Term Deposits:		
a) With Scheduled Banks		
b) With Non-Scheduled Banks		
c) With Institutions		
d) Others		
2) On Savings Accounts:		
a) With Scheduled Banks		
b) With Non-Scheduled Banks		
c) With Institutions		
d) Others		
3) On Loans:		
a) Employees/ Staff		
b) Others		
4) Interest on Debtors and Other Receivables		
<u>TOTAL</u>		
Note- Tax deducted at source to be indicated		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 18- OTHER INCOME</u>	Current Year	Previous Year
1)Profit on Sale/ disposal of Assets:		
a) Owned assets		
b) Assets acquired out of grants, or received free of cost		
2)Export Incentives realized		
3)Fees for Miscellaneous Services		
4)Miscellaneous Income		
<u>TOTAL</u>		

<u>SCHEDULE 19- INCREASE/ (DECREASE) IN STOCK OF FINISHED GOODS & WORK IN PROGRESS</u>	Current Year	Previous Year
a) Closing stock		
- Finished Goods		
-Work-in-progress		
	(	
b) Less: Opening Stock	)	(....)
-Finished Goods	(....)	(....)
- Work-in-progress		
<u>NET INCREASE/ (DECREASE)[a-b]</u>		

<u>SCHEDULE-20 ESTABLISHMENT EXPENSES</u>	Current Year	Previous Year
a) Salaries and Wages		
b) Allowances and Bonus		
c) Contribution to Provident Fund		
d) Contribution to Other Fund (specify)		
e) Staff Welfare Expenses		
f) Expenses on Employees Retirement and Terminal Benefits		
g) Others (specify)		
<u>TOTAL</u>		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

<u>SCHEDULE 21- OTHER ADMINISTRATIVE EXPENSES ETC.</u>	<u>Current Year</u>	<u>Previous Year</u>
a) Purchases		
b) Labour and processing expenses		
c) Cartage and Carriage Inwards		
d) Electricity and power		
e) Water charges		
f) Insurance		
g) Repairs and maintenance		
h) Excise Duty		
i) Rent, Rates and Taxes		
j) Vehicles Running and Maintenance		
k) Postage, Telephone and Communication Charges		
l) Printing and Stationary		
m) Travelling and Conveyance Expenses		
n) Expenses on Seminar/ Workshops		
o) Subscription Expenses		
p) Expenses on Fees		
q) Auditors Remuneration		
r) Hospitality Expenses		
s) Professional Charges		
t) Provision for Bad and Doubtful Debts/ Advances		
u) Irrecoverable Balances Written-off		
v) Packing Charges		
w) Freight and Forwarding Expenses		
x) Distribution Expenses		
y) Advertisement and Publicity		
z) Others (specify)		
<u>TOTAL</u>		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity_____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT_____(Amount-Rs.)

	Current Year	Previous Year
<u>SCHEDULE 22- EXPENDITURE ON GRANTS, SUBSIDIES ETC.</u>		
a) Grants given to Institutions/ Organisations		
b) Subsidies given to Institutions/Organisations		
<u>TOTAL</u>		
<u>Note-</u> Name of the Entities, their Activities along with the amount of Grants/ Subsidies are to be disclosed.		

	Current Year	Previous Year
<u>SCHEDULE 23 INTEREST</u>		
a) On Fixed Loans		
b) On Other Loans(including Bank Charges)		
c) Others (specify)		
<u>TOTAL</u>		

FORM OF FINANCIAL STATEMENTS (NON-PROFIT ORGANISATIONS)

Name of Entity _____

RECEIPTS AND PAYMENTS FOR THE PERIOD/ YEAR ENDED
(Amount-Rs.)

RECEIPTS	Current Year	Previous Year	PAYMENTS	Current Year	Previous Year
<u>I. Opening Balance</u>			<u>I. Expenses</u>		
a) Cash in hand			a) Establishment Expenses (corresponding to Schedule 20)		
b) Bank Balances			b) Administrative Expenses (corresponding to Schedule 21)		
i) In current accounts					
ii) In deposit accounts					
iii) Savings accounts					
<u>II. Grants Received</u>			<u>II. Payments made against funds for various projects</u>		
a) From Government of India			(Name of the fund or project should be shown along with the particulars of payments made for each project)		
b) From State Government					
c) From other sources (details) (Grants for capital & revenue exp. To be shown separately)					
<u>III. Income on Investments from</u>			<u>III. Investments and deposits made</u>		
a) Earmarked/ Endow. Funds			a) Out of Earmarked/ Endowment fund		
			b) Out of Own Funds (Investments-Others)		
b) Own Funds (Other Investment)					
<u>IV. Interest Received</u>			<u>IV. Expenditure on Fixed Assets & Capital Work-in-Progress</u>		
a) On Bank deposits			a. Purchase of Fixed Assets		
b) Loans. Advances etc.			b. Expenditure on Capital Work-in-progress		
<u>V. Other Income (Specify)</u>			<u>V. Refund of surplus money/Loan</u>		
			a. To the Government of India		
			b. To the State Government		
			c. To other providers of funds		
<u>VI. Amount Borrowed</u>			<u>VI. Finance Charges (Interest)</u>		
<u>VII. Any other receipts (give details)</u>			<u>VII. Other Payments (Specify)</u>		

			VIII. <u>Closing Balances</u>		
			a. Cash in hand		
			b. Bank Balances		
			i. In current accounts		
			ii. In deposit accounts		
			iii. Savings accounts		
Total			Total		

Chapter - Chart of Accounts

List of Groups

Description of account code:

The chart of accounts for various transactions to be uniformly followed at the finance section.

Branch / Divisions	Account Code
Capital Reserves	(01-00-302-01)
Sch-01 Grants & Subsidies	(01-00-301)
Grants & Subsidies- Capital /plan	(01-00-301-01)
Grants & Subsidies-General/Revenue	(01-00-301-02)
Grants	(01-00-301-02-001.2)
Sch 02. Reserves & Surplus	(01-00-302)
Sch 03. Earmarked/ Endowment Funds	(01-00-303)
Sch 20. Establishment Expenses	(101)
Allowances & Bonus Grp A & B)	(01-00-101-03)
Contribution to Pension Scheme	(01-00-101-06)
Salary Group A & B	(01-00-101-01)
Sch 21. Administration Expenses	(103)
Admin Expenses-Others	(01-00-103-27)
Advertisement & Publicity	(01-00-103-05)
Material & Supplies-Consumables	(01-00-102-01)
Postage, Telephone & Communication Charges	(01-00-103-12)
Professional Charges	(01-00-103-14)
Repairs & Maintenance	(01-00-103-21)
Subscription Expenses	(01-00-103-24)
Travelling & Conveyance	(01-00-103-25)
Income From Services	(01-00-202)
Hospital Receipts	(01-00-202-02)
Interest Earned	(01-00-205)
Interest on Savings Bank	(01-00-205-02-001)
Miscellaneous Income	(01-00-206-01)
Sch. 14 Fees/Subscriptions	(01-00-202-01)
Sch.07 Current Liabilities & Provisions	(01-00-307)
Current Liabilities Others	(01-00-307-09)
Student Security Deposits Refundable)	(01-00-307-09-007)
Current Liabilities-Statutory Liabilities	(01-00-307-04)
Employee Recoveries	(01-00-307-05)
Grants From Ministry	(01-00-303-01)
Sundry Creditors	(01-00-307-02)
Honorarium Payable	(01-00-307-01-001-0)
Salary and Allowances Payable	(01-00-307-02-036)
Sundry Creditors for Goods 26	(01-00-307-01)
Buildings	(01-00-401-09)

Computer and Peripherals	(01-00-401-06)
Electrical Instalments	(01-00-401-05)
Furniture and Fixture	(01-00-401-03)
Land	(01-00-401-08-001)
Library Books	(01-00-401-07)
Office Equipment	(01-00-401-04)
Plants,Machinery,and Equipments	(01-00-401-01)
SAP-Fixed Assets	(01-00-401-01-009-005)
Software	(01-00-402-01)
Vehicles	(01-00-401-02)
Sch 10. Investments Others	(01-00-403-02-007)
Advances to Employees	(01-00-405-03)
LTC Advance	(01-00-405-03-009)
Bank Accounts	(01-00-404-07)
Cash-in-Hand	(01-00-404-05-001)
Consumables and Medicines	(01-00-404-02)
Deposits Asset)	(01-00-405-05)
Imprest Advance	(01-00-405-03-008)
Loans & Advances Asset)	(01-00-405-04)
Pre Paid Expenditure	(01-00-405-06)
Sundry Debtors	(01-00-404-03)