CIRCULAR

Sub:- Confirmation of balances with Banks and other Institutions — Reg.
Ref:- Central Office circular No. CSB-30(1)/2018-19/Accts
dated 30.03.2018

Guidelines had been issued to all the CSB Institutes / Units for the preparation of Annual Accounts for the financial year 2018-19 vide this office circular referred above. The said Circular includes obtaining confirmation of balances in writing with regard to the Bank balances, Civil Deposits, Sundry Debtors and other miscellaneous deposits etc., as on 31.03.2019 from various agencies. The formats of confirmation of balances had already been circulated in the previous years. However, the copies of formats for confirmation of balances are enclosed herewith once again as Annexure I to V for ready reference. These are required for producing before the Statutory Auditors during the course of Audit on the consolidated Annual Accounts of CSB for 2018-19.

Hence, it is requested to obtain the confirmation of balances as per the enclosed format from the concerned agencies without fail and forward the same to CO on or before 30.04.2019.

All the Directors of Research Institutes / Heads of Offices are requested to verify the correctness of the information given, with that of the books of accounts, in all the formats before forwarding the same to CO and a certificate to that effect may please be furnished below the formats duly affixing the signature thereon with seal.

Encl: As above

TO
All the CSB Main Units & ROs.

[DR. NARENDRA REBELLY]
DIRECTOR [FINANCE]
TO,

The Branch Manager,

ANNEXURE - I

Sir,

Sub:- Confirmation of Bank Balances – Reg.

-000-

As per our records, the Bank balances for the following Accounts/s as on 31.03.2019 are furnished below:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Account</th>
<th>Account No. with IFSC</th>
<th>Balance as on 31.03.2019 (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please confirm the above balance / balances and to affix your seal with signature in the copy and furnish the same to our office immediately.

Thanking you,

Yours faithfully,
TO,

The Chief Engineer,
CPWD/State PWD/Other Agencies,
(to whom the work order has been issued)

Sir,

Sub:-Civil Deposits – Confirmation of balances as on 31.03.2019 – Reg.

-000-

We had deposited the following amounts for carrying out various Civil works and outstanding balances thereon as on date are furnished:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the work</th>
<th>Amount deposited</th>
<th>Amount adjusted, if any against UCs</th>
<th>Balance amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

In this connection, it is requested to confirm the above balances of deposits.

As desired by the DCGA, MAB, Hyderabad it is Audit, you are requested to sign the copy of the letter confirming the balance amount against the deposits and forward the duplicate copy within 10 days of receipt of this letter.

In case, the same is not received with in the specified period, it will be presumed that the balances of deposits shown above are correct. Further, if any discrepancy is found, the same may please be furnished with details for reconciliation.

Thanking you,

Yours faithfully,
TO,

The Chief Engineer,
1. CPWD/State PWD/Other Agencies,
2. Name of the Party / Agency
(to whom the work order has been issued)

Sirs,

Sub:- Other Miscellaneous Deposits – Confirmation of
Balances as on 31.03.2019 – Reg.

We had deposited the following amounts for supply of
(Machineris, Equipments/Library Books) & carrying out
repairs works and outstanding balances thereon as on date are furnished:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the work/ Item</th>
<th>Amount deposited</th>
<th>Amount adjusted, if any against UCs</th>
<th>Balance amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

In this connection, it is requested to confirm the above balances of deposits. As desired by the DCGA, MAB Hyderabad it is requested to confirm the copy of the letter confirming the balance amount against the deposits and forward the duplicate copy within 10 days of receipt of this letter.

In case, the same is not received within the specified period, it will be presumed that the balances of deposits shown above are correct. Further, if any discrepancy is found, the same may please be furnished with details for reconciliation.

Thanking you,

Yours faithfully,
To,

ANNEXURE – IV

1. D.O.S.
2. Name of the Employee.
3. Name of the Employee.
(to whom DFLs, cocoons, mulberry saplings/cuttings etc., issued on credit basis)

Sir,

Sub:-Outstanding Sundry Debtors – Confirmation of Balances thereon, as on 31.03.2019 – reg.

-000-

The following amounts were outstanding towards supply of DFLs, Cocoons, Mulberry Saplings / Cuttings etc., on credit basis and the same needs to be confirmed:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Invoice No. date</th>
<th>Amount value of items supplied</th>
<th>Amount adjusted</th>
<th>Balance amount due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

[In ₹.]

As desired by the DCGA, MAB Hyderabad, it is you are requested to sign the copy of the letter confirming the balance amount against the deposits and forward the duplicate copy within 10 days of receipt of this letter.

In case, the same is not received with in the specified period, it will be presumed that the balances of deposits shown above are correct. Further, if any discrepancy is found, the same may please be furnished with details for reconciliation.

Thanking you,

Yours faithfully,
To,

The Branch Manager,

Sir,

Sub:-Confirmation of Bank Balances & FD balances – Reg.

As per our records the following Fixed Deposits are kept in your Branch as on 31.03.2019:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>FD Receipt No.</th>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Maturity Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</tr>
</tbody>
</table>

Please confirm the above balances / balance and to affix your seal with signature in the copy and furnish the same to our office immediately.

Thanking you,

Yours faithfully,
परिपत्र

विषय: बैंकों और अन्य संस्थाओं में शेष राशि के पुष्टीकरण के संबंध में।

संदर्भ: केन्द्रीय कार्यालय का परिपत्र सं. करेबेह-30 (1)/2017-18/लेखा दिनांक 30.03.2018

-000-

वित्तीय वर्ष 2018-19 के लिए वार्षिक लेखा तैयार करने संबंधी दिशानिर्देश इस कार्यालय के संदर्भ में परिपत्र द्वारा सभी करेबेह संस्थाओं/इकाइयों को जारी किया गया। उक्त परिपत्र में विस्मिन अभिकरणों से 31.03.2019 को यथाविद्यमान बैंक शेष, सिविल जमा राशि, विविध देनदार तथा अन्य विविध जमा राशि आदि के संबंध में लिखित रूप में शेष राशि की पुष्टी प्राप्त करना शामिल है। शेष राशि की पुष्टीकरण का प्रयत्न पिछले वर्षों में पहले ही परियोजित किया जा चुका है। तथा पि, शेष राशि की पुष्टीकरण के प्रयत्न की प्रतियां सुलभ संदर्भ हेतु अनुबंध। त 5 तक के रूप में पुनः इसके साथ संलग्न किया जाता है। यह 2018-19 के लिए करेबेह के समेकित वार्षिक लेखा पर लेखाप्रेक्षा के दौरान साविधिक लेखा-परीक्षण के समक्ष प्रस्तुत करने के लिए आवश्यक है।

अतः अनुरोध है कि संदर्भ में अभिकरणों से संलग्न प्रयात्न के अनुसार शेष राशि का पुष्टीकरण अवश्य प्राप्त कर 30.04.2019 को या उससे पहले केन्द्रीय कार्यालय को प्रेषित करें।

अनुसंधान संस्थाओं के सभी निदेशकों/कार्यालय प्रधान से अनुरोध है कि वे केन्द्रीय कार्यालय को इसे प्रेषित करने से पहले सभी प्रयात्नों में लेखा पुष्टीकरण के साथ दी गई सूचना की यथासत्यता का सत्यापन करें और इस आशय का एक प्रमाण पत्र प्रयात्न के नीचे विविधतुल रूप में हस्ताक्षर और मुहर के साथ प्रेषित करें।

संबन्ध: यथोपरि

(डॉ. लरेन्द्र रेशेल्टी)
निदेशक (वित्त)

सेवा में,

करेबेह के सभी मुख्य इकाइयों एवं क्षेत्रों