

पी.ए.बी.एक्स./PABX : 26588980, 26588707, 26589336, 26589745  
26589873, 26589414  
फैक्स /FAX : 011-26588662, 011-26589791, 011-26589258

तार / GRAM : SCIENTIFIC  
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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी रामलिंगस्वामी भवन, अन्तारी नगर, नई दिल्ली - 110029  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

**No.E16/68/2022-Admn./E.Office142748**

**Dated:14/02/2024**

To

The Directors/Directors-in-charge of  
All ICMR Institutes/Centers as well as ICMR HQ.

**Subject : Maintenance of Internal controls by Autonomous  
Bodies under MoHFW**

Sir/Madam,

The undersigned is directed to forward herewith a OM No. Pr.AO/IAW(HQ)/Misc./2023-24/215 dated 09.02.2024 received from Internal Audit Wing (HQ), Office of the Chief Controller of Accounts, MoHFW, Nirman Bhawan, New Delhi, on the subject mentioned above(copy enclosed) and instruct that ICMR Institutes/Centers as well as ICMR HQ should maintain a list of necessary Registers/Records (enclosed at Annexure A) to ensure prudent Financial Management in the organizations.

The latest status regarding maintenance of such records/registers during Financial Year 2022-23 may please be checked and duly filled in Annexure-A may be furnished to this office at email ID icmriaw109@gmail.com

Yours faithfully

Signed by

Jagdish Rajesh

Date: 15-02-2024 05:04:57

Jagdish Rajesh

Assistant Director General (Admin.)

Encl: As above

Copy to:

1. PS to DG/Sr. DDG(A)/Sr. FA
2. DDG(A)/ ADG(A)
3. Sr. ACO - with request to compile the requisite information of all ICMR Instts/Centres including Hqr. for onward transmission to DHR.
4. Head BMI-with request to upload the same on ICMR website



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। रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,  
।सारी नगर, नई दिल्ली - 110 029, भारत  
। Ramalingaswami Bhawan, P.O. Box No. 4911,  
।nsari Nagar, New Delhi - 110 029, India

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ADMN-II ADMN &lt;admn2355@gmail.com&gt;

**Fwd: Maintenance of Internal controls by Autonomous Bodies under MoHFW.**

Hemant Niwati <niwatih@gmail.com>  
To: admn2355@gmail.com

Wed, Feb 14, 2024 at 9:39 AM

----- Forwarded message -----

From: **Jagdish Rajesh** <rajeshj.hq@icmr.gov.in>  
Date: Wed, Feb 14, 2024, 6:18 AM  
Subject: Maintenance of Internal controls by Autonomous Bodies under MoHFW.  
To: Hemant Kumar <kumarhemant.hq@icmr.gov.in>, niwatih <niwatih@gmail.com>  
Cc: Udai Kumar <kumar.udai@icmr.gov.in>, parvez pbl <parvez\_pbl@yahoo.com>, Rajeev Roy <rajeev.roy@gov.in>, Neha Govind <govind.n@icmr.gov.in>, Kumar Gautam <gautam.kmr@icmr.gov.in>

Dear Hemant,

Please circulate it immediately.

With Regards,

Jagdish Rajesh,  
Assistant Director General (Admn.)  
Indian Council of Medical Research(ICMR),  
New Delhi

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**From:** "DG ICMR" <secy-dg@icmr.gov.in>  
**To:** "Jagdish Rajesh" <rajeshj.hq@icmr.gov.in>  
**Cc:** "MANISHA SAXENA" <srddga.hq@icmr.gov.in>, "Rajeev Roy" <rajeev.roy@gov.in>, "Neha Govind" <govind.n@icmr.gov.in>  
**Sent:** Tuesday, February 13, 2024 11:52:09 AM  
**Subject:** Maintenance of Internal controls by Autonomous Bodies under MoHFW.

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**From:** "internalaudit mhfw" <internalaudit.mhfw@gmail.com>  
**To:** "DG ICMR" <secy-dg@icmr.gov.in>  
**Sent:** Tuesday, February 13, 2024 10:47:29 AM  
**Subject:** Fwd: Maintenance of Internal controls by Autonomous Bodies under MoHFW.

----- Forwarded message -----

From: **Internal Audit Mhfw** <internalaudit.mhfw@gmail.com>  
Date: Mon, Feb 12, 2024 at 4:34 PM  
Subject: Maintenance of Internal controls by Autonomous Bodies under MoHFW.  
To: <icmrhq@sansad.nic.in>

Sir,  
Please find attached Maintenance of Internal controls by Autonomous Bodies under MoHFW.

Regards-

Internal Audit Wing  
Room No. 501 A

Mr. Sumit  
Vish  
14/2




2/14/24, 9:47 AM

Gmail - Fwd: Maintenance of Internal controls by Autonomous Bodies under MoHFW.

M/o Health & Family Welfare  
Nirman Bhawan, New Delhi - 11  
Phone : 011-23063725  
Telefax : 011 - 23063062

--  
Internal Audit Wing  
Room No. 501 A  
M/o Health & Family Welfare  
Nirman Bhawan, New Delhi - 11  
Phone : 011-23063725  
Telefax : 011 - 23063062

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 **ICMR Ansari Nagar.pdf**  
1335K





**Internal Audit Wing (HQ)**  
**Office of the Chief Controller of Accounts**  
**Ministry of Health & Family Welfare**  
**Nirman Bhawan, New Delhi**

No. Pr.AO/IAW(HQ)/Misc./2023-24/ 218

Date: 12<sup>th</sup> February, 2024

To

The Director,  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi

Subject: Maintenance of Internal controls by Autonomous Bodies under MoHFW.

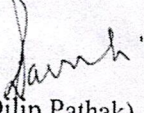
Sir,

I am directed to forward herewith a copy of Office Memorandum No. Pr. AO/IAW(HQ)/Misc/2023-24/214 dated 9<sup>th</sup> February, 2024 on the subject cited above, enclosing therewith a check-list of records/registers (Annexure-A) to be maintained by the Autonomous Bodies for ensuring the prudent Financial Management in the organisation.

2. It is, therefore, requested to direct all the concerned officials at your office for proper compliance and maintenance of relevant records/registers. The latest status regarding maintenance of such records/registers during Financial Year 2022-23 may please be checked and duly filled in **Annexure-A** may be furnished to this office.

3. Further, it is also requested that suggestions, if any, may also be communicated to this office.

Yours faithfully

  
(Dilip Pathak)  
Sr. Accounts Officer

Encl: As above





Internal Audit Wing (HQ)  
Office of the Chief Controller of Accounts  
Ministry of Health & Family Welfare  
Nirman Bhawan, New Delhi

No. Pr.AO/IAW(HQ)/Misc./2023-24/ 215

9th  
Date: February, 2024

**OFFICE MEMORANDUM**

**Subject: Maintenance of Internal Controls by Autonomous Bodies under MoHFW.**

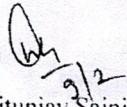
Attention is invited to the provisions set forth in Rule 229 (vii) of GFR 2017, wherein all Autonomous Bodies should maintain database relating to grants, income, expenditure, investment assets and employee strength in the format prescribed by the Department of Expenditure, Ministry of Finance.

2. However, instances have come to notice through internal audits that various Autonomous Bodies under the Ministry of Health & Family Welfare are not maintaining certain mandatory Registers/Records necessary for the smooth functioning of an office. In other cases, it was noticed that certain registers are either not maintained in the proper format or not reviewed regularly by concerned authorities.

3. Further, during the Workshop on "Improved Financial Management in Autonomous Bodies under the Ministry of Health & Family Welfare" held in April 2023 and January 2024, it has been reiterated that Autonomous Bodies/Institutions should ensure that adequate internal controls are in place to prevent the occurrence of any financial risks. It is also emphasized that Autonomous Bodies/Institutions should formulate/design Risk Register to identify and quantify the risks, ensure internal controls are in place so as to prevent and reduce the risks.

4. In view of above, it is instructed that a list of necessary Registers/Records (enclosed at **Annexure A**) may be adopted by each Autonomous Body/Institution to ensure prudent Financial Management in the organizations.

This issues with the approval of Competent Authority.

  
(Mritunjay Saini)  
Controller of Accounts  
(MoHFW)

To

1. The Director/ Head of all Autonomous Bodies & Institutions under MoHFW.

Copy for information to:

1. PPS to AS & FA, MoHFW.
2. PA to CA, MoHFW.



## Annexure 'A'

## Registers/Records to be maintained by Autonomous Bodies

S.No.	Records/Documents/Forms	Relevant Provisions	Maintenance of Records		If No. reasons thereof	Date of Verification	Verified By (Name with designation)
			Yes	No			
1	Balance Sheet, Liabilities & Assets statement, Income & Expenditure statement	Format of Accounts as prescribed by M/o Finance, D/o Expenditure & C&AG					
2	Utilization Certificate for Autonomous Bodies/Organization- <b>GFR-12A</b>	Rule 238(1) of GFR 2017					
3	Register of Grants to be maintained by the Sanctioning Authority- <b>GFR 21</b>	Rule 234 of GFR 2017					
4	Report of Surplus, Obsolete and Unserviceable Stores for Disposal- <b>GFR-10</b>	Rule 217(iii) of GFR 2017					
5	Sale Account- <b>GFR-11</b>	Rule 222 of GFR 2017					
6	Form of Utilization Certificate- <b>GFR-12B</b> (Loan related)	Rule 256(2) of GFR 2017					
7	Statement of Aggregate Balance of Loan(S) Outstanding and Details of Defaults- <b>GFR-13</b>	Rule 262 of GFR 2017					
8	Security Bond (Fidelity Bond Deposited as Security)- <b>GFR-14</b>	Rule 306(3) of GFR 2017					
9	Fidelity Bond- <b>GFR-17</b>	Rule 306(3) of GFR 2017					
10	Accession Register- <b>GFR-18</b>	Rule 211(ii) (c) of GFR 2017					



11	Register of Fixed Assets-GFR-22	Rule 211(ii) (a) of GFR 2017					
12	Stock Register of Consumables such as Stationery, Chemicals, Spare Parts etc -GFR-23	Rule 211(ii) (b) of GFR 2017					
13	Stock Register of Cheque Books/Forms-CAM-1	Para 7 of Appendix - 3 to Chapter I of CAM					
14	Account of Cheque Forms-CAM-2	Para 9 of Appendix - 3 to Chapter I of CAM					
15	Expenditure Control Register-CAM-9	Para 2.3.3of CAM					
16	Register of Cheques Drawn-CAM-10	Para 2.3.5of CAM					
17	Bank Reconciliation Statement-CAM-20	Para 3.4.2of CAM					
18	Monthly Reconciliation Statement of Receipts Deposited into the Bank by Cheque Drawing DDOs-CAM-22	Para 3.4.2of CAM					
19	Register of Grants-in-Aid/Scholarships-CAM-28	Para 4.27.2of CAM					
20	Register of Loans-CAM-29	Para 4.29.1of CAM					
21	Register & Broadsheet for Long Term Advances i.e. HBA/Car-CAM-30	Para 4.30.5of CAM					
22	Register of Sanctions to Contracts-CAM-31	Para 4.31.5of CAM					
23	Register of Investments-CAM-60	Para 10.11.1of CAM					
24	Register of Permanent Advances-CAM-61	Para 10.12.2of CAM					
25	Register of Deposits- CAM-63	Para 17.2.5of CAM					
26.	Register of Lapsed Deposit-CAM-63A	Para 16.3.5of CAM					



27.	Cash Book- <b>RPR-3</b>	Rule 20 of R& P Rules (Ref Para 1.4 of Subsidiary Instructions)						
28.	Register of Cheques Issued- <b>RPR-4</b>	Rule 20 of R& P Rules (Ref Para 1.4 of Subsidiary Instructions)						
29.	Register of Valuables- <b>RPR-5</b>	Rule 20 of R& P Rules (Ref Para 1.4 of Subsidiary Instructions)						
30.	Receipt Books in machine numbered- <b>RPR-6</b>	Rule 9 of R& P Rules (Ref Para 1.2 of Subsidiary Instructions)						
31.	e-Receipt- <b>RPR-6E</b>							
32.	Bill Register- <b>RPR-9</b>	Rule 14(1) & 18 of R& P Rules (Ref Para 2.2 (6) (d) of Subsidiary Instructions)						
33.	Pay Bill Register- <b>RPR-17</b>	Para 2.4 (3) (g) and Para 2.6 of Subsidiary Instructions						
34.	Absentee Statement- <b>RPR-20</b>	Para 2.4 (4) of Subsidiary Instructions						
35.	Increment Certificate- <b>RPR-21</b>	Para 2.4 (5) of Subsidiary Instructions						
36.	Register Of Court Attachment of Pay etc- <b>RPR-22</b>	Para 2.4 (7) (f) of Subsidiary Instructions						
37.	Register of Contingent Charges- <b>RPR-27</b>	Para 2.19 (2) (f) of Subsidiary Instructions						



38.	Register of TA/LTC Advance and its adjustment for imposition of penal interest on late submission of Advances	Gov's Decision under Rule 43 and Gov's Decision No. 1 & 2 below Rule 2 of Compendium of Rules on Advances to Govt Servants.							
39.	Service Books	Rule 288 of GFR 2017							
40.	Separate PBR register for Govt Servant joined on or after 01.01.2004 under New Pension System	New Pension System							