

**FORMATS OF FINANCIAL STATEMENTS  
FOR  
CENTRAL HIGHER EDUCATIONAL INSTITUTIONS**

**NAME OF EDUCATIONAL INSTITUTION** \_\_\_\_\_

**BALANCE SHEET AS AT** \_\_\_\_\_

Amount in Rupees

SOURCES OF FUNDS	Schedule	Current Year	Previous Year
CORPUS/CAPITAL FUND	1		
DESIGNATED/ EARMARKED / ENDOWMENT FUNDS	2		
CURRENT LIABILITIES & PROVISIONS	3		
<b>TOTAL</b>			

APPLICATION OF FUNDS	Schedule	Current Year	Previous Year
<b>FIXED ASSETS</b>	4		
Tangible Assets			
Intangible Assets			
Capital Works-In-Progress			
<b>INVESTMENTS FROM EARMARKED / ENDOWMENT FUNDS</b>	5		
Long Term			
Short Term			
<b>INVESTMENTS - OTHERS</b>	6		
<b>CURRENT ASSETS</b>	7		
<b>LOANS, ADVANCES &amp; DEPOSITS</b>	8		
<b>TOTAL</b>			

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NAME OF EDUCATIONAL INSTITUTION \_\_\_\_\_

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED \_\_\_\_\_

Particulars	Schedule	Amount in Rupees	
		Current Year	Previous Year
<b><u>INCOME</u></b>			
Academic Receipts	9		
Grants / Subsidies	10		
Income from investments	11		
Interest earned	12		
Other Income	13		
Prior Period Income	14		
<b><u>TOTAL (A)</u></b>			
<b><u>EXPENDITURE</u></b>			
Staff Payments & Benefits (Establishment expenses)	15		
Academic Expenses	16		
Administrative and General Expenses	17		
Transportation Expenses	18		
Repairs & Maintenance	19		
Finance costs	20		
Depreciation	4		
Other Expenses	21		
Prior Period Expenses	22		
<b><u>TOTAL (B)</u></b>			
Balance being excess of Income over Expenditure (A-B)			
Transfer to / from Designated Fund			
Building fund			
Others (specify)			
<b>Balance Being Surplus / (Deficit) Carried to Capital Fund</b>			

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**SCHEDULES FORMING PART OF BALANCE SHEET**

**SCHEDULE - 1 CORPUS/CAPITAL FUND**

Amount in Rupees

<b>Particulars</b>	<b>Current Year</b>	<b>Previous Year</b>
Balance at the beginning of the year Add: Contributions towards Corpus/Capital Fund Add: Grants from UGC, Government of India and State Government to the extent utilized for capital expenditure Add: Assets Purchased out of Earmarked Funds Add: Assets Purchased out of Sponsored Projects, where ownership vests in the institution Add: Assets Donated/Gifts Received Add: Other Additions Add: Excess of Income over expenditure transferred from the Income & Expenditure Account		
<b>Total</b>		
(Deduct) Deficit transferred from the Income & expenditure Account		
<b>Balance at the year end</b>		

**SCHEDULE 2 - DESIGNATED/ EARMARKED / ENDOWMENT FUNDS**

Amount in Rupees

Particulars	Fund wise Breakup				Total	
	Fund AAA	Fund BBB	Fund CCC	Endowment Funds	Current Year	Previous Year

**A.**

a) Opening balance						
b) Additions during the year						
c) Income from investments made of the funds						
d) Accrued Interest on investments/Advances						
e) Interest on Savings Bank a/c						
f) Other additions (Specify nature)						

<b>Total (A)</b>						
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**B.**

Utilisation/Expenditure towards objectives of funds						
ii) Capital Expenditure						
ii) Revenue Expenditure						

<b>Total (B)</b>						
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<b>Closing balance at the year end (A - B)</b>	<b>XX</b>	<b>YY</b>	<b>ZZ</b>	<b>LL</b>		
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**Represented by**

Cash And Bank Balances						
Investments						
Interest accrued but not due						
<b>Total</b>	<b>XX</b>	<b>YY</b>	<b>ZZ</b>	<b>LL</b>		

**SCHEDULE 2A**  
**ENDOWMENT FUNDS**

Specimen format of Sub Schedule to support the figures in the column "Endowment Funds" in the Schedule "Earmarked / Endowment Funds", forming part of the Balance Sheet.

Amount in Rupees

1. Sr. No.	2. Name of the Endowment	Opening Balance		Additions during the Year		Total		Expenditure on the object during the year .9	Closing Balance		Total (10+11)
		3. Endowment	4. Accumulated Interest	5. Endowment	6. Interest	7. Endowment (3+5)	8. Accumulated Interest (4+6)		10. Endowment	11. Accumulated Interest	
	<b>Total</b>										

Notes

1. The total of Columns 3 & 4 will appear as the Opening Balance in the Column "Endowment Funds" in Schedule 2, of Earmarked Funds forming part of the Balance Sheet.
2. The total of Col. 9 should normally be less than the total of Col. 8, as only the interest is to be used for the expenditure on the object of the endowments. (except Endowments for Chairs)
3. There should not normally be a debit balance in the schedule. If in a rare case, there is a debit balance against any of the Endowment Funds, the debit balance should appear on the Assets side of the Balance Sheet as "Receivables", in Schedule - 8 Loans, Advances & Deposits.

**SCHEDULE 3- CURRENT LIABILITIES & PROVISIONS**

	Amount in Rupees	
	Current Year	Previous Year
<b>A. CURRENT LIABILITIES</b>		
1. Deposits from staff		
2. Deposits from students		
3. Sundry Creditors		
a) For Goods & Services		
b) Others		
4. Deposit-Others (including EMD, Security Deposit)		
5. Statutory Liabilities (GPF, TDS, WC TAX, CPF, GIS, NPS):		
a) Overdue		
b) Others		
6. Other Current Liabilities		
a) Salaries		
b) Receipts against sponsored projects		
c) Receipts against sponsored fellowships & scholarships		
d) Unutilised Grants		
e) Grants in advance		
f) Other funds		
g) Other liabilities		
<b>Total (A)</b>		
<b>B. PROVISIONS</b>		
1. For Taxation		
2. Gratuity		
3. Superannuation Pension		
4. Accumulated Leave Encashment		
5. Trade Warranties/Claims		
6. Others ( Specify)		
<b>Total (B)</b>		
<b>Total (A+ B)</b>		

Note: Unutilized grants 6 (d) will include grants received in advance for next year.



**SCHEDULE - 3 (a) SPONSORED PROJECTS**

Amount in Rupees

1. Sr. No.	2. Name of the Project	Opening Balance		5. Receipts/Recoveries during the year	6. Total	7. Expenditure during the year	Closing Balance	
		3. Credit	4. Debit				8. Credit	9. Debit
	Total							

1. The Projects may be listed agency-wise, with sub-totals for each agency.
2. The total of Col. 8 (Credit) will appear under the above head on the liabilities side of the Balance Sheet (Schedule 3).
3. The total of Col. 9 (Debit) will appear as Receivables in Schedule 8, Loans, Advances and Deposits, on the Assets side of the Balance Sheet.

**SCHEDULE 3 (b) SPONSORED FELLOWSHIPS AND SCHOLARSHIPS**

Amount in Rupees

Sl No 1	2. Name of Sponsor	Opening Balance As On 01.04.____		Transactions During the year		Closing Balance As On 31.03.____	
		3	4	5	6	7	8
		CR.	DR.	CR.	DR.	CR.	DR.
1	University Grants Commission						
2	Ministry .....						
3	Others (Specify individually)						
	<b>Total</b>						

**Note:**

1. The total of Column 7, (Credit) will appear under the above head, on the liabilities side of the Balance Sheet (Schedule 3).
2. The total of Column 8 (Debit) will appear as Receivables on the Assets side of the Balance Sheet in Schedule 8 (Loans, Advances and Deposits).

**SCHEDULE 3(c) UNUTILISED GRANTS FROM UGC, GOVERNMENT OF INDIA AND STATE GOVERNMENTS**

	Amount in Rupees	
	Current Year	Previous Year
<b>A. Plan grants: Government of India</b>		
Balance B/F		
Add: Receipts during the year		
<b>Total (a)</b>		
Less Refunds		
Less: Utilized for Revenue Expenditure		
Less: Utilized for Capital expenditure		
<b>Total (b)</b>		
Unutilized carried forward (a-b)		
<b>B. UGC grants: Plan</b>		
Balance B/F		
Receipts during the year		
<b>Total (c)</b>		
Less Refunds		
Less: Utilized for Revenue Expenditure		
Less: Utilized for capital expenditure		
<b>Total (d)</b>		
Unutilized carried forward (c-d)		

<b>C. UGC Grants Non Plan</b>		
Balance B/F		
Receipts during the year		
<b>Total (e)</b>		
Less: Refunds		
Less: Utilised for Revenue Expenditure		
Less: Utilised for Capital Expenditure		
<b>Total (f)</b>		
Unutilized carried forward (e - f)		
<b>D. Grants from State Govt.</b>		
Balance B/F		
Add: Receipts during the year		
<b>Total (g)</b>		
Less: Utilized for Revenue Expenditure		
Less: Utilized for Capital Expenditure		
<b>Total (h)</b>		
Unutilized carried forward (g - h)		
<b>*Grand Total (A+B+C+D)</b>		

**Notes:-**

- Unutilized grants includes advances on Capital Account
- Unutilized grants include grants received in advance for the next year
- Unutilized grants are represented on the Assets side by Bank balances, Short term Deposits with Banks and Advances on Capital Account

**SCHEDULE 4 –FIXED ASSETS**

Under this head, classification and disclosures shall be as follows:

<b>1. Land</b>	Includes freehold land and leasehold land, to be shown distinctly
<b>2. Site Development</b>	
<b>3. Buildings</b>	Include Institution's buildings like college buildings, office buildings, staff residential buildings, hostel buildings, temporary structures and sheds.
<b>4. Plant and machinery</b>	Include air conditioners, water/air coolers, generator sets, television sets, fire extinguishers, etc.
<b>5. Electrical Installation</b>	Include electrical fixtures and fittings such as fans, and tube light fittings
<b>6. Tube wells &amp; water supply system</b>	Tubewells and water supply systems may be shown as a distinct category
<b>7. Office equipment</b>	Include such items as fax machines, photocopiers, EPABX, typewriters, duplicating machines, etc.
<b>8. Laboratory &amp; Scientific Equipment</b>	Include such items as microscopes, telescopes, dissection equipment, glass apparatus, measurement instruments and other types of laboratory equipment,
<b>9 . Audio Visual Equipment:</b>	Include Television sets, overhead projector, Tape Recorders, DVD/ VCD Player, Camera, Movie Projectors etc

<b>10. Furniture, fixtures and Fittings</b>	Include items such as desks/benches, cabinets, almirahs, tables, chairs, partitions, etc
<b>11. Computers/Peripherals</b>	Include computers, printers and other peripherals like , UPS etc.
<b>12. Sports Equipment</b>	Include items such as table tennis table, gym equipment.
<b>13. Vehicles</b>	Include Buses, lorries, vans, Cars, scooters, etc.
<b>14. Library Books and Scientific Journals</b>	Library books will include books/ Scientific Journals
<b>15. Intangible assets</b>	Include computer software, patents & trade marks, E Journals specified separately.
<b>16. Capital Work-In- Progress</b>	Fixed assets in the course of construction should be shown against this head till they are ready for their intended use. Plant, machinery and equipment acquired and pending installation and commissioning should also be included here.

**SCHEDULE 4 FIXED ASSETS**

**Amount in Rupees**

S.No	Assets Heads	Gross Block				Depreciation for the Year .....				Net Block	
		Op Balance 01.04....	Additions	Deductions	Cl Balance	Dep Opening Balance	Depreciation for the Year	Deductions / Adjustment	Total Depreciation	31.03.....	31.03.....
1	Land										
2	Site Development										
3	Buildings										
4	Roads & Bridges										
5	Tubewells & Water Supply										
6	Sewerage & Drainage										
7	Electrical Installation and equipment										
8	Plant & Machinery										
9	Scientific & Laboratory Equipment										
10	Office Equipment										
11	Audio Visual Equipment										
12	Computers & Peripherals										
13	Furniture, Fixtures & Fittings										
14	Vehicles										
15	Lib. Books & Scientific Journals										
16	Small Value Assets										
Total (A)											
17	Capital Work in Progress (B)										
S.No.	Intangible Assets	Op Balance 01.04....	Additions	Deductions	Cl Balance	Dep Opening Balance	Amortization for the Year	Deductions / Adjustments	Total Amortization /Adjustments	31.03.....	31.03.....
18	Computer Software										
19	E-Journals										
20	Patents										
Total (C)											
Grand Total (A+B+C)											

**Note:** The figure in Column 'Deductions' under Gross Block against the head Capital Work in Progress represents the transfer from Work in Progress to Assets during the year;  
The figures in column 'Additions during the year under Gross Block against Assets 1 to 14 include transfer from Work in Progress during the year, as well as further acquisitions during the year.

**SCHEDULE 4A PIAN**

Amount in Rupces

S.No	Assets Heads	Gross Block				Depreciation for the Year .....				Net Block	
		Op Balance 01.04.....	Additions	Deductions	Cl Balance	Dep Opening Balance	Depreciation for the Year	Deductions / Adjustment	Total Depreciation	31.03.....	31.03.....
1	Land										
2	Site Development										
3	Buildings										
4	Roads & Bridges										
5	Tubewells & Water Supply										
6	Sewerage & Drainage										
7	Electrical Installation and equipment										
8	Plant & Machinery										
9	Scientific & Laboratory Equipment										
10	Office Equipment										
11	Audio Visual Equipment										
12	Computers & Peripherals										
13	Furniture, Fixtures & Fittings										
14	Vehicles										
15	Lib. Books & Scientific Journals										
16	Small Value Assets										

Total (A)											
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17	Capital Work in Progress (B)										
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S.No	Intangible Assets	Op Balance 01.04.....	Additions	Deductions	Cl Balance	Dep Opening Balance	Amortization for the Year	Deductions / Adjustments	Total Amortization /Adjustments	31.03.....	31.03.....
18	Computer Software										
19	E-Journals										
20	Patents										
Total (C)											

Grand Total (A+B+C)											
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SCHEDULE 4B NON - PLAN

Amount in Rupees

S.No	Assets Heads	Gross Block		Depreciation for the Year ....			Net Block				
		Op Balance 01.04.....	Additions	Deductions	CI Balance	Dep Opening Balance	Depreciation for the Year	Deductions / Adjustment	Total Depreciation	31.03.....	31.03.....
1	Land										
2	Site Development										
3	Buildings										
4	Roads & Bridges										
5	Tubewells & Water Supply										
6	Sewerage & Drainage										
7	Electrical Installation and equipment										
8	Plant & Machinery										
9	Scientific & Laboratory Equipment										
10	Office Equipment										
11	Audio Visual Equipment										
12	Computers & Peripherals										
13	Furniture, Fixtures & Fittings										
14	Vehicles										
15	Lib. Books & Scientific Journals										
16	Small Value Assets										

Total (A)											
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17	Capital Work in Progress (B)										
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S.No.	Intangible Assets	Op Balance 01.04.....	Additions	Deductions	CI Balance	Dep Opening Balance	Amortization for the Year	Deductions / Adjustments	Total Amortization /Adjustments	31.03.....	31.03.....
18	Computer Software										
19	E-Journals										
20	Patents										
Total (C)											

Grand Total (A+B+C)											
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**SCHEDULE 4 C – INTANGIBLE ASSETS**

Amount in Rupees

Sl. No.	Asset Heads	Gross Block				Depreciation Block				Net Block	
		Op. Balance	Additions	Deductions	Cl. Balance	Depreciation/ Amortizations Opening Balance	Depreciation/ Amortization for the year	Deductions/ Adjustment	Total Depreciation/ Amortization	31.03	31.03
1	Patents & Copyrights										
2	Computer Software										
3	E - Journals										

**SCHEDULE 4( C) (i) PATENTS AND COPYRIGHTS**

Amounts in Rupees.

Particulars	Op. Balance	Addition	Gross	Amortization	Net Block 20.....	Net Block 20.....
<b>A. Patents Granted</b>						
1 Balance as on 31.03.14 of Patents obtained in 2008-09 (Original Value - Rs..../-)						
2 Balance as on 31.03.14 of Patents obtained in 2010-11 ( Original Value - Rs..../-)						
3 Balance as on 31.03.14 of Patents obtained in 2012-13 ( Original Value - Rs..../-)						
4 Patents granted during the Current Year						
<b>Total</b>						

Particulars	Op. Balance	Addition	Gross	Patents Granted/Rejected	Net Block 2013-14	Net Block 2012-13
<b>B. Patents Pending in respect of Patents applied for</b>						
1 Expenditure incurred during 2009-10 to 2011-12						
2 Expenditure incurred during 2012-13						
3 Expenditure incurred during 2013-14						
<b>Total</b>	..	..	..	..	..	..

<b>C. Grand Total (A+B)</b>	..	..	..	..	..	..
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Note: The addition in Part A (patents granted), will be the figure of patents granted during the year, transferred from Part B (column - Patents granted/rejected). The amount against grants rejected during the year is written off in the Income and Expenditure Account.

**SCHEDULE 4D OTHERS**

S.No	Assets Heads	Gross Block				Depreciation for the Year .....				Amount in Rupees Net Block	
		Op Balance 01.04....	Additions	Deductions	Cl Balance	Dep Opening Balance	Depreciation for the Year	Deductions / Adjustment	Total Depreciation	31.03.....	31.03.....
1	Land										
2	Site Development										
3	Buildings										
4	Roads & Bridges										
5	Tubewells & Water Supply										
6	Sewerage & Drainage										
7	Electrical Installation and equipment										
8	Plant & Machinery										
9	Scientific & Laboratory Equipment										
10	Office Equipment										
11	Audio Visual Equipment										
12	Computers & Peripherals										
13	Furniture, Fixtures & Fittings										
14	Vehicles										
15	Lib. Books & Scientific Journals										
16	Small Value Assets										
Total :											
17	Capital Work in Progress										
Grand Total											

Note: The additions during the Year include additions from:

Gifted	...
Earmarked Funds	...
Sponsored Projects	...
Own Funds	...
<b>Total</b>	<b>...</b>

**SCHEDULE 5 : INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS**

	Amount in Rupees	
	Current Year	Previous Year
1 In Central Government Securities		
2 In State Government Securities		
3 Other approved Securities		
4 Shares		
5 Debentures and Bonds		
6 Term Deposits with Banks		
7 Others (to be specified)		
<b>Total</b>		

**SCHEDULE 5 (A) INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS (FUND WISE)**

SI. No.	Funds	Amount in Rupees	
		Current Year	Previous Year
1			
2			
3			
4			
5	Endowment Fund Investments		
	Total		

Note : The Total in this sub scheudle will agree with the total in Scheudle 5.

**SCHEDULE 6 – INVESTMENTS – OTHERS**

Amount in Rupees

	CURRENT YEAR	PREVIOUS YEAR
1. In Central Government Securities		
2. In State Government Securities		
3. Other approved Securities		
4. Shares		
5. Debentures and Bonds		
6. Others (to be specified)		
<b>TOTAL</b>		

**SCHEDULE 7 – CURRENT ASSETS**

Amount in Rupees

	Current Year	Previous Year
<b>1. Stock:</b>		
a) Stores and Spares		
b) Loose Tools		
c) Publications		
d) Laboratory chemicals, consumables and glass ware		
e) Building Material		
f) Electrical Material		
g) Stationery		
h) Water supply material		
<b>2. Sundry Debtors:</b>		
a) Debts Outstanding for a period exceeding six months		
b) Others		
<b>3. Cash and Bank Balances</b>		
<b>a) With Scheduled Banks:</b>		
- In Current Accounts		
- In term deposit Accounts		
- In Savings Accounts		
<b>b) With non-Scheduled Banks:</b>		
- In term deposit Accounts		
- In Savings Accounts		
<b>4. Post Office- Savings Accounts</b>		
<b>TOTAL</b>		

Note: Annexure A shows the details of Bank Accounts



**ANNEXURE A**

Amount in Rupees

<b>I. Savings Bank Accounts</b>	
1 Grants from UGC A/c	
2 University Receipts A/c	
3 Scholarship A/c	
4. Academic Fee Receipt A/c	
5. Development (Plan) A/c	
6. Combined Entrance Exams(CBT) A/c	
7. UGC Plan Fellowship A/c	
8. Corpus Fund A/c (EMF)	
9. Sponsored Projects Fund A/c	
10. Sponsored Fellowship A/c	
11. Endowment & Chair A/c (EMF)	
12. UGC JRF Fellowship A/c (EMF)	
13. HBA Fund A/c (EMF)	
14. Conveyance A/c (EMF)	
15. UGC Rajiv Gandhi National Fellowship A/c (EMF)	
16. Academic Development Fund A/c (EMF)	
17. Deposit A/c	
18. Student Fund A/c	
19. Student Aid Fund A/c	
20. Plan Grants for specific schemes	
<b>II. Current Account</b>	
<b>III. Term Deposits with Schedule Banks</b>	
<b>Total</b>	

**SCHEDULE 8 - LOANS, ADVANCES & DEPOSITS**

Amount in Rupees

	Current Year	Previous Year
1. Advances to employees: (Non-interest bearing)		
a) Salary		
b) Festival		
c) Medical Advance		
d) Other (to be specified)		
2. Long Term Advances to employees: (Interest bearing)		
a) Vehicle loan		
b) Home loan		
c) Others (to be specified)		
3. Advances and other amounts recoverable in cash or in kind or for value to be received:		
a) On Capital Account		
b) to Suppliers		
c) Others		
4. Prepaid Expenses		
a) Insurance		
b) Other expenses		
5. Deposits		
a) Telephone		
b) Lease Rent		
c) Electricity		
d) AICTE, if applicable		
e) Others (to be specified)		

6. Income Accrued:		
a) On Investments from Earmarked/ Endowment Funds		
b) On Investments-Others		
c) On Loans and Advances		
d) Others (includes income due unrealized)		
7. Other - Current assets receivable from UGC/sponsored projects		
a) Debit balances in Sponsored Projects		
b) Debit balances in Sponsored Fellowships & Scholarships		
c) Grants Receivable		
d) Other receivables from UGC		
8. Claims Receivable		
<b>TOTAL</b>		

**Note:**

1. If revolving funds have been created for House Building, Computer and Vehicle advances to employees, the advances will appear as part of Earmarked/endowment Funds. The balance against these interest –bearing advances will not appear in this schedule.

**SCHEDULES FORMING PART OF INCOME &  
EXPENDITURE ACCOUNT**

**SCHEDULE 9 - ACADEMIC RECEIPTS**

Amount in Rupees

	Current Year	Previous Year
<b>FEES FROM STUDENTS</b>		
<b>Academic</b>		
1. Tuition fee		
2. Admission fee		
3. Enrolment fee		
4. Library Admission fee		
5. Laboratory fee		
6. Art & Craft fee		
7. Registration fee		
8. Syllabus fee		
<b>Total (A)</b>		
<b>Examinations</b>		
1. Admission test fee		
2. Annual Examination fee		
3. Mark sheet, certificate fee		
4. Entrance examination fee		
<b>Total (B)</b>		

<b>Other Fees</b>		
1. Identity card fee		
2. Fine/ Miscellaneous fee		
3. Medical fee		
4. Transportation fee		
5. Hostel fee		
<b>Total (C)</b>		
<b>Sale of Publications</b>		
1. Sale of Admission forms		
2. Sale of syllabus and Question Paper, etc.		
3. Sale of prospectus including admission forms		
<b>Total (D)</b>		
<b>Other Academic Receipts</b>		
1. Registration fee for workshops, programmes		
2. Registration fees (Academic Staff College)		
<b>Total (E)</b>		
<b>GRAND TOTAL (A+B+C+D+E)</b>		

**Note:**

In case fees like entrance fee, subscriptions etc are material and are in the nature of capital receipts, such amount should be recognized to the Capital Fund. Otherwise such fees will be appropriately incorporated in this schedule

**SCHEDULE 10 – GRANTS / SUBSIDIES (IRREVOCABLE GRANTS RECEIVED)**

Amount in Rupees

Particulars	Plan			Total Plan	Non Plan UGC	Current Year Total	Previous Year Total
	Govt. of India	UGC					
		Plan	Specific Schemes				
Balance B/F							
Add: Receipts during the year							
<b>Total</b>							
Less: Refund to UGC							
Balance							
Less: Utilised for Capital expenditure (A)							
<b>Balance</b>							
Less: utilized for Revenue Expenditure (B)							
<b>Balance C/F (C)</b>							

- A- Appears as addition to Capital Fund as well as additions to Fixed Assets during the year.
- B- Appears as income in the Income & Expenditure Account.
- C- (I) Appears under Current Liabilities in the Balance Sheet and will become the opening balance next year.  
(II) Represented by Bank balances, Investments and Advances on the assets side.

**SCHEDULE 11 - INCOME FROM INVESTMENTS**

Amount in Rupees

Particulars	Earmarked / Endowment Funds		Other Investments	
	Current Year	Previous Year	Current Year	Previous Year
1. Interest				
a. On Government Securities				
b. Other Bonds/Debentures				
2. Interest on Term Deposits				
3. Income accrued but not due on Term Deposits/Interest bearing advances to employees				
4. Interest on Savings Bank Accounts				
5. Others (Specify)				
<b>Total</b>				
<b>Transferred to Earmarked/Endowment Funds</b>				
<b>Balance</b>	<b>Nil</b>	<b>Nil</b>		

**Note:** Interest accrued but not due on Term Deposits from HBA fund, conveyance advance fund and Computer Advance fund and on interest bearing advances to employees will be included here (Item 3), only where Revolving funds (EMF) for such advances have been set up.



**SCHEDULE 12: INTEREST EARNED**

Particulars	Amount in Rupees	
	Current Year	Previous Year
1. On Savings Accounts with scheduled banks		
2. On Loans		
a. Employees/Staff		
b. Others		
3. On Debtors and Other Receivables		
<b>Total</b>		

**Note:**

1. The amount against item 1, in respect of Bank Accounts of Earmarked/Endowment Funds is dealt with in Schedule 11 (First Part) and Schedule 2.
2. Item 2(a) is applicable only if Revolving funds have not been constituted for such advances.

**SCHEDULE 13- OTHER INCOME**

- Items of material amounts included in Miscellaneous Income should be separately disclosed.

		Amount in Rupees	
<b>A. Income from Land &amp; Buildings</b>		<b>Current Year</b>	<b>Previous Year</b>
1.	Hostel Room Rent		
2.	License fee		
3.	Hire Charges of Auditorium/Play ground/Convention Centre, etc		
4.	Electricity charges recovered		
5.	Water charges recovered		
<b>Total</b>			
<b>B. Sale of Institute's publications</b>			
<b>C. Income from holding events</b>			
1.	Gross Receipts from annual function/ sports carnival		
	<b>Less:</b> Direct expenditure incurred on the annual function/ sports carnival		
2.	Gross Receipts from fetes		
	<b>Less:</b> Direct expenditure incurred on the fetes		
3.	Gross Receipts for educational tours		
	<b>Less:</b> Direct expenditure incurred on the tours		
4.	Others (to be specified and separately disclosed)		
<b>Total</b>			

<b>D. Others</b>		
1. Income from consultancy		
2. RTI fees		
3. Income from Royalty		
4. Sale of application form (recruitment)		
5. Misc. receipts (Sale of tender form, waste paper, etc.)		
6. Profit on Sale/disposal of Assets		
a) Owned assets		
b) Assets received free of cost		
7. Grants/Donations from Institutions, Welfare Bodies and International Organizations		
8. Others (specify)		
	<b>Total</b>	
<b>Grand Total (A+B+C+D)</b>		

**SCHEDULE 14 - PRIOR PERIOD INCOME**

Amount in Rupees

Particulars	Current Year	Previous Year
1. Academic Receipts		
2. Income from Investments		
3. Interest earned		
4. Other Income		
<b>Total</b>		

**SCHEDULE 15 – STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES)**

- These shall be classified separately for teaching and non-teaching staff; adhoc staff. o Arrears of DA, Salary arrears due to increment shall be shown separately

Amount in Rupees

	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
a) Salaries and Wages						
b) Allowances and Bonus						
c) Contribution to Provident Fund						
d) Contribution to Other Fund (specify)						
e) Staff Welfare Expenses						
f) Retirement and Terminal Benefits						
g) LTC facility						
h) Medical facility						
i) Children Education Allowance						
j) Honorarium						
l) Others (specify)						
<b>TOTAL</b>						

**SCHEDULE 15 A – EMPLOYEES RETIREMENT AND TERMINAL BENEFITS**

Amount in Rupees

	Pension	Gratuity	Leave Encashment	Total
Opening Balance as on _____				
Addition : Capitalized value of Contributions Received from other Organizations				
<b>Total (a)</b>				
Less : Actual Payment during the Year (b)				
<b>Balance Available on 31.03 c (a-b)</b>				
Provision required on 31.03 as per Actuarial Valuation (d)				
<b>A. Provision to be made in the Current year (d - c)</b>				
<b>B. Contribution to New Pension Scheme</b>				
<b>C. Medical Reimbursement to Retired Employees</b>				
<b>D. Travel to Hometown on Retirement</b>				
<b>E. Deposit Linked Insurance Payment</b>				
<b>Total (A+B+C+D+E)</b>				

**Note:**

1. The total (A+B+C+D+E) in this sub schedule will be the figure against Retirement and Terminal Benefits in Schedule 15.
2. Items B,C,D&E will be accounted on accrual basis and will include bills preferred but outstanding for payment on 31/3.

**SCHEDULE 16 - ACADEMIC EXPENSES**

Amount in Rupees

	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
a) Laboratory expenses						
b) Field work/Participation in Conferences						
c) Expenses on Seminars/Workshops						
d) Payment to visiting faculty						
e) Examination						
f) Student Welfare expenses						
g) Admission expenses						
h) Convocation expenses						
i) Publications						
j) Stipend/means-cum-merit scholarship						
k) Subscription Expenses						
l) Others (specify)						
<b>TOTAL</b>						

**SCHEDULE 17 - ADMINISTRATIVE AND GENERAL EXPENSES**

Amount in Rupees

	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
<b>A Infrastructure</b>						
a) Electricity and power						
b) Water charges						
c) Insurance						
d) Rent, Rates and Taxes (including property tax)						
<b>B Communication</b>						
e) Postage and Stationery						
f) Telephone, Fax and Internet Charges						
<b>C Others</b>						
g) Printing and Stationery (consumption)						
h) Travelling and Conveyance Expenses						
i) Hospitality						
j) Auditors Remuneration						
k) Professional Charges						
l) Advertisement and Publicity						
m) Magazines & Journals						
n) Others (specify)						
<b>TOTAL</b>						



**SCHEDULE 18 – TRANSPORTATION EXPENSES**

Amount in Rupees

Particulars	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
1 Vehicles (owned by institution)						
a) Running expenses						
b) Repairs & maintenance						
c) Insurance expenses						
2 Vehicles taken on rent/lease						
a) Rent/lease expenses						
3 Vehicle (Taxi) hiring expenses						
<b>Total</b>						

**SCHEDULE 19 – REPAIRS & MAINTENANCE**

Amount in Rupees

Particulars	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
a) Buildings						
b) Furniture & Fixtures						
c) Plant & Machinery						
d) Office Equipment						
e) Computers						
f) Laboratory & Scientific equipment						
g) Audio Visual equipment						
h) Cleaning Material & Services						
i) Book binding charges						
j) Gardening						
k) Estate Maintenance						
l) Others (Specify)						
<b>Total</b>						

**SCHEDULE 20 – FINANCE COSTS**

Amount in Rupees

Particulars	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
a) Bank charges						
b) Others (specify)						
<b>Total</b>						

**Note:-**

If the amount is not material, the head Bank charges could be omitted and these could be accounted as Administrative expenses in Schedule 17.

**SCHEDULE 21 - OTHER EXPENSES**

Amount in Rupees

Particulars	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
a) Provision for Bad and Doubtful Debts/Advances						
b) Irrecoverable Balances Written - off						
c) Grants/Subsidies to other institutions/organizations						
d) Others (specify)						
<b>Total</b>						

**Note:-**

Other expenses shall be classified as writes - off, provisions, miscellaneous expenses, loss on sale of investments, loss of fixed assets and loss on sale of fixed assets etc and disclosed accordingly.

**SCHEDULE 22: PRIOR PERIOD EXPENSES**

Amount in Rupees

Particulars	Current Year			Previous Year		
	Plan	Non Plan	Total	Plan	Non Plan	Total
1 Establishment expenses						
2 Academic expenses						
3 Administrative expenses						
4 Transportation expenses						
5 Repairs & Maintenance						
6 Other expenses						
<b>Total</b>						

**SCHEDULES FORMING PART OF THE ACCOUNTS**

**SCHEDULE: 23**

**SIGNIFICANT ACCOUNTING POLICIES (ILLUSTRATIVE)**

**1. BASIS FOR PREPARATION OF ACCOUNTS**

The accounts are prepared under the Historical Cost Convention unless otherwise stated and generally on the Accrual method of accounting.

**2. REVENUE RECOGNITION**

- 2.1 Fees from Students (except Tuition Fees), Sale of Admission Forms, Royalty and Interest on Savings Bank account are accounted on cash basis. Tuition Fees collected separately for each semester is accounted on accrual basis.
- 2.2 Income from Land, Buildings and Other Property and Interest on Investments are accounted on accrual basis.
- 2.3 Interest on interest bearing advances to staff for House Building, Purchase of Vehicles and Computers is accounted on accrual basis every year, though the actual recovery of interest starts after the full repayment of the Principal.

**3. FIXED ASSETS AND DEPRECIATION**

- 3.1 Fixed assets are stated at cost of acquisition including inward freight, duties and taxes and incidental and direct expenses related to acquisition, installation and commissioning.
- 3.2 Gifted / Donated assets are valued at the declared value where available; if not available, the value is estimated based on the present market value adjusted with reference to the physical condition of the asset. They are set-up by credit to Capital Fund and merged with the Fixed Assets of the Institution. Depreciation is charged at the rates applicable to the respective assets.
- 3.3 Books received as gifts, are valued at selling prices printed on the books. Where they are not printed, the value is based on assessment.

3.4 Fixed assets are valued at cost less accumulated depreciation. Depreciation on fixed assets is provided on Straight line method, at the following rates:

**Tangible Assets:**

1.	Land	0%
2.	Site Development	0%
3.	Buildings	2%
4.	Roads & Bridges	2%
5.	Tube wells & Water Supply	2%
6.	Sewerage & Drainage	2%
7.	Electrical Installation and equipment	5%
8.	Plant & Machinery	5%
9.	Scientific & Laboratory Equipment	8%
10.	Office Equipment	7.5%
11.	Audio Visual Equipment	7.5%
12.	Computers & Peripherals	20%
13.	Furniture, Fixtures & Fittings	7.5%
14.	Vehicles	10%
15.	Lib. Books & Scientific Journals	10%

**Intangible Assets (amortization):**

1.	E-Journals	40%
2.	Computer Software	40%
3.	Patents and Copyrights	9 years

3.5 Depreciation is provided for the whole year on additions during the year.



- 3.6 Where an asset is fully depreciated, it will be carried at a residual value of Re.1 in the Balance Sheet and will not be further depreciated. Thereafter, depreciation is calculated on the additions of each year separately at the rate of depreciation applicable for that asset head.
- 3.7 Assets created out of Earmarked Funds and funds of Sponsored Projects, where the ownership of such assets vests in the Institution, are setup by credit to Capital Fund and merged with the Fixed Assets of the Institution. Depreciation is charged at the rates applicable to the respective assets. Assets created out of Sponsored Project funds, where the ownership is retained by the sponsors but held and used by the Institution are separately disclosed in the Notes on Accounts.
- 3.8 Assets, the individual value of each of which is Rs. 2000 or less (except Library Books) are treated as Small Value Assets, 100% depreciation is provided in respect of such assets at the time of their acquisition. However physical accounting and control are continued by the holders of such assets.
- 4 **Intangible Assets:** Patents and copy rights, E Journals and Computer Software are grouped under Intangible Assets.
- 4.1. **PATENTS:** The expenditure incurred from time-to-time (application fees, legal expenses etc.) for obtaining Patents is temporarily capitalized and shown as part of Intangible Assets in the Balance Sheet. If applications for patents are rejected, the cumulative expenditure incurred on the particular patent is written off to the Income & Expenditure Account in the year the application is rejected.  
The expenditure on Patents granted is written off over a life of 9 years on a conservative basis.
- 4.2 Electronic Journals (E-Journals) are separated from Library Books in view of the limited benefit that could be derived from the on-line access provided. E-journals are not in a tangible form, but temporarily capitalized and in view of the magnitude of expenditure and the benefit derived in terms of perpetual knowledge acquired by the Academic and Research Staff; Depreciation is provided in respect of E-journals at a higher rate of 40% as against depreciation of 10% provided in respect of Library Books.
- 4.3 Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets, the rate of obsolescence in respect of these is very high. Depreciation is provided in respect of software at a higher rate of 40% as against depreciation of 20% provided in respect of Computers & Peripherals.

5. **STOCKS:** Expenditure on purchase of chemicals, glassware, publications and other stores is accounted as revenue expenditure, except that the value of closing stocks held on 31<sup>st</sup> March is set up as inventories by reducing the corresponding Revenue Expenditure on the basis of information obtained from Departments. They are valued at cost.

6. **RETIREMENT BENEFITS**

Retirement benefits i.e., pension, gratuity and leave encashment are provided on the basis of actuarial valuation. Capitalized Value of pension and gratuity received from previous employers of the Institution's employees, who have been absorbed in the Institution, is credited to the respective Provision Accounts. Pension contribution received in respect of employees on deputation is also credited to the Provision for Pension Account. The Actual payments of Pension, Gratuity and Leave encashment are debited in the Accounts to the respective provisions. Other retirement benefits viz. Deposit Linked Insurance, Contribution to New Pension Scheme, Medical reimbursement to retired employees and Travel to Home Town on retirement are accounted on accrual basis (actual payments plus outstanding bills at the end of the year).

7. **INVESTMENTS**

- a. Long term investments are carried at their cost or face value whichever is lower. However any permanent diminution in their value as on the date of the Balance Sheet is provided for.
- b. Short Term investments are carried at their cost or market value (if quoted) whichever is lower.

8. **Earmarked/Endowment Funds**

The following long terms funds are earmarked for specific purposes. Each of the funds has a separate bank account. Those with large balances also have investments in Government Securities, Debentures and Bonds and Term Deposits with Banks. The income from investments / advances (House Building Conveyance and computer) on accrued basis and interest on savings Bank Accounts are credited to the respective Funds. The expenditure and advances (in the case of House Building & Conveyance/Computer) are debited to the fund. The assets created out of Earmarked Funds where the ownership Vests in the Institution, are merged with the assets of the Institution by crediting an equal amount to the Capital Fund. The balance in the respective funds is carried forward and is represented on the assets side by the balance at Bank , Investments and accrued interest.

**8.1 CORPUS FUND** was established in (year). Matching contribution from University Grants Commission, Recognition /Affiliation fee received from Colleges and other academic institutions, Institution's share of Consultancy fees and contributions from Research Projects are treated as additions to Corpus fund.

Income from investments of the fund is added to the Fund. The Corpus Fund is utilized for both Revenue and Capital expenditure based on the guidelines by the University Grants Commission and the Executive council of the Institution from time to time. The assets created out of the Corpus Fund are merged with the assets of the Institution by crediting an equal amount to the Capital Fund. The balance in the Corpus Fund which is carried forward is represented by the balance in a separate Bank account, investment in RBI Bonds and Fixed Deposits with the Bank and Accrued interest on investments.

**8.2 A. D Fund**

This fund was established on 1<sup>st</sup> February 2006. The fund is to be utilized for some of the innovative Programmes, and for sustenance of its research and such other development activities as laid down by the Executive Council from time to time.

**8.3 House Building Advances Fund**

A revolving fund for the purpose of paying interest bearing advances to the officers & staff for House Building.

**8.4 JRF/SRF Fund**

Fund provided by the UGC/Government for the purpose of paying Fellowships to Junior/ Senior Research Fellows.

**8.5 Conveyance Fund (including Computer advances)**

A revolving fund for the purpose of paying interest bearing advances to officers & staff for the purchase of motor cars, two wheelers and computers.

**8.6 Rajiv Gandhi National Fellowship Fund**

Fund provided by University Grants Commission for fellowship to SC/ST Students of the University.

8.7 **Endowment Funds**

Endowments are funds received from various individual donors, Trusts and other organizations, for establishing Chairs and for Medals & Prizes, as specified by the Donors. While each of the Endowment funds has its own investment there is one savings Bank Account for all the Endowment funds, as the uninvested balances against them are negligible.

The income from investment of each Endowment Fund is added to the Fund. The interest on Savings Bank a/c is allocated to all the Endowment funds in the ratio of the year end closing balances in each fund. The expenditure on Medals & Prizes is met from the interest earned on investment of the respective Endowment Funds and the balance is carried forward. In respect of Chairs, however, the corpus of the Endowment is also used.

The balances are represented by Investment in RBI Bonds and Fixed Deposits and balance in the Saving Bank Account common for all Endowments, and Accrued Interest on Investments.

9 **GOVERNMENT AND UGC GRANTS**

- 9.1 Government Grants and UGC grants are accounted on realization basis. However, where a sanction for release of grant pertaining to the financial year is received before 31<sup>st</sup> March and the grant is actually received in the next financial year, the grant is accounted on accrual basis and an equal amount is shown as recoverable from the Grantor.
- 9.2 To the extent utilized towards capital expenditure, (on accrual basis) government grants and grants from UGC are transferred to the Capital Fund.
- 9.3 Government and UGC grants for meeting Revenue Expenditure (on accrual basis) are treated, to the extent utilized, as income of the year in which they are realized.
- 9.4 Unutilized grants (including advances paid out of such grants) are carried forward and exhibited as a liability in the Balance Sheet.

**10 INVESTMENTS OF EARMARKED FUNDS AND INTEREST INCOME ACCRUED ON SUCH INVESTMENTS:**

To the extent not immediately required for expenditure, the amounts available against such funds are invested in approved Securities & Bonds or deposited for fixed term with Banks, leaving the balance in Savings Bank Accounts.

Interest received, interest accrued and due and interest accrued but not due on such investments are added to the respective funds and not treated as income of the Institution.

**11 SPONSORED PROJECTS**

11.1 In respect of ongoing Sponsored Projects, the amounts received from sponsors are credited to the head "Current Liabilities and Provisions –Current Liabilities –Other Liabilities –Receipts against ongoing sponsored projects." As and when expenditure is incurred /advances are paid against such projects, or the concerned project account is debited with allocated overhead charges, the liability account is debited.

11.2 In addition to the Earmarked Fund for the Junior Research Fellowships funded by the University Grants Commission, Fellowships and Scholarships are also sponsored by various organizations. These are accounted in the same way as Sponsored Projects except that the expenditure generally is only on disbursement of Fellowships and Scholarships, which may include allowances for contingent expenditure by the Fellows and scholars.

11.3 The Institution itself also awards Fellowships and Scholarships, which are accounted as Academic expenses.

**12 INCOME TAX**

The income of the Institution is exempt from Income Tax under Section 10(23c) of the Income Tax Act. No provision for tax is therefore made in the accounts.

**SCHEDULE: 24**

**CONTINGENT LIABILITIES AND NOTES TO ACCOUNTS (ILLUSTRATIVE)**

**1. CONTINGENT LIABILITIES:**

- 1.1 As on 31.03. Court Cases filed against the Institution, by former / present employees, tenants and contractors and arbitration cases with contractors, were pending for decisions. The suits filed by employees were establishment – related viz promotions, increments, pay scales, termination etc. The quantum of the claims is not ascertainable. The claim in the suits and arbitration cases by contractors amounted to Rs. \_\_\_\_\_ Lakhs (Previous Year Rs \_\_\_\_\_ Lakhs)
- 1.2 Letters of credit established by the Bank on behalf of the Institution and outstanding on 31.03. - Rs. .... (Previous year Rs. \_\_\_\_\_).
- 1.3 Disputed demands in respect of Sales Tax Rs ..... (Previous Year.....)  
Municipal Taxes Rs..... (Previous Year.....)

**2. CAPITAL COMMITMENTS**

The Value of contracts remaining to be executed on Capital Account and not provided for (Net of Advances) amounted to Rs. \_\_\_\_\_ as on 31.03 (Previous year Rs..... Crores).

**3. FIXED ASSETS:**

- 3.1 Additions in the year to Fixed Assets in Schedule .... include Assets purchased out of Plan Funds (Rs....., Non-Plan Funds (Rs.....), A. D Fund (Rs.....), \_\_\_\_\_ Fund (Rs.....), Sponsored Projects (Rs.....) and Library Books and other assets of the value of Rs..... gifted to the Institution. The Assets have been set up by credit to Capital Fund.
- 3.2 In the Balance Sheet as on 31.3.... and the Balance Sheets of earlier years, Fixed Assets created out of Plan funds and Fixed Assets created out of non plan funds were not exhibited distinctly. The additions during the years from ....., from plan, non- plan funds, and other funds, and the depreciation on those additions respectively have been exhibited distinctly in Sub Schedules A,B C and D to the main schedule of Fixed Assets(Schedule 4)
- 3.3 Fixed assets as set out in Schedule 4 do not include assets purchased out of funds of sponsored projects, held and used by the Institution, as project contracts include stipulations that all such assets purchased out of projects funds will remain the property of the sponsors.

The details of such assets are:

Assets	Original Cost as on 1.4. Rs.	Additions during the year Rs.	Total Rs.	Notional Depreciation Opening Balance	Notional Depreciation for the Year Rs.	Total Notional Depreciation	Total Book value on 31.3 Rs.
Laboratory Equipment							
Computers							
Office equipment							
Furniture, Fixtures & Fittings							
Total							

4. **PATENTS:** An accounting policy in respect of expenditure on Patents was evolved for the first time during ..... The expenditure incurred on Patents granted during the years upto..... and the expenditure on the applications for Patents pending as on 31.03.... were set up in the accounts of , by credit to Capital Fund. The expenditure incurred in \_\_\_\_\_, has directly been debited to the head.
5. **DEPOSIT LIABILITIES** – The amount outstanding as Earnest Money Deposit & Security Deposits of Rs.---- towards unclaimed deposits, prior to the Financial Year..... was transferred to Revenue Account and accounted as Miscellaneous Income for the year .....
6. **EXPENDITURE IN FOREIGN CURRENCY:**
- a. Travel -----
  - b. Foreign Drafts for import of chemicals etc -----
  - c. Others. -----

## 7. CURRENT ASSETS, LOANS, ADVANCES AND DEPOSITS

In the opinion of the Management, the current assets, Loans, Advances and Deposits have a value on realization in the ordinary course, equal at least to the aggregate amount shown in the Balance Sheet.

8. The details of balances in Saving Bank Accounts, Current Accounts and Fixed Deposit Accounts with Banks are enclosed as attachment 'A' to the Schedule of Current Assets.
9. Previous year's figures have been regrouped wherever necessary.
10. Figures in the Final accounts have been rounded off to the nearest rupee.
11. Schedules 1 to 24 are annexed to and form an integral part of the Balance Sheet at 31<sup>st</sup> March ..... and the Income & Expenditure account for the year ended on that date.
12. As the Provident Fund Accounts and the New Pension Scheme Account are owned by the members of those funds and not by the Institution, these accounts were separated from the Institution's Accounts from ..... A Receipts & Payments Account, an Income & Expenditure Account (on Accrual basis) and a Balance Sheet of the Provident Fund Accounts as well as the New Pension Scheme for the year ..... have been attached, to the Institution's Accounts. A large portion of the New Pension Scheme funds (Rs.---- Crores) in respect of ---- employees who have been allotted PRA numbers has been transferred up to \_\_\_\_\_, to National Securities Depository Limited (NSDL) – Central Record keeping Agency (CRA). The balance held in New Pension Scheme in the Institution in respect of about ---- members will be transferred in..... once the PRA numbers are allotted by the agency.



# RECEIPTS AND PAYMENTS ACCOUNT

**FORM OF FINANCIAL STATEMENTS (CENTRAL HIGHER EDUCATIONAL INSTITUTIONS)**

NAME OF ENTITY \_\_\_\_\_

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD/YEAR ENDED \_\_\_\_\_

Amount in Rupees

RECEIPTS	Current Year	Previous Year	PAYMENTS	Current Year	Previous Year
<b>I. Opening Balances</b> a) Cash Balances b) Bank Balance i. In Current accounts ii. In deposit accounts iii. Savings accounts	-----	-----	<b>I. Expenses</b> a) Establishment Expenses b) Academic Expenses c) Administrative Expenses d) Transportation Expenses e) Repairs & Maintenance f) Prior period expenses	-----	-----
<b>II. Grants Received</b> a) From Government of India b) From State Government c) From other sources (details) (Grants for capital & revenue exp/ to be shown separately if available)			<b>II. Payments against Earmarked/Endowment Funds</b>		
<b>III. Academic Receipts</b>			<b>III. Payments against Sponsored Projects/Schemes</b>		
<b>IV. Receipts against Earmarked/Endowment Funds</b>			<b>IV. Payments against Sponsored Fellowships/Scholarships</b>		
<b>V. Receipts against Sponsored Projects/Schemes</b>			<b>V. Investments and Deposits made</b> a) Out of Earmarked/Endowments funds b) Out of own funds (Investments - Others)		
<b>VI. Receipts against sponsored Fellowships and Scholarships</b>			<b>VI. Term Deposits with Scheduled Banks</b>		
<b>VII. Income on Investments from</b> a) Earmarked/Endowment funds b) Other investments			<b>VII. Expenditure on Fixed Assets and Capital Works – in – Progress</b> a) Fixed Assets b) Capital Works – in – Progress		

VIII. Interest received on a) Bank Deposits b) Loans and Advances c) Savings Bank Accounts			VIII. Other Payments including statutory payments		
IX. Investments encashed			IX. Refunds of Grants		
X. Term Deposits with Scheduled Banks encashed			X. Deposits and Advances		
XI. Other income (including Prior Period Income)			XI. Other Payments		
XII. Deposits and Advances			XII. Closing balances a) Cash in hand b) Bank balances In Current Accounts In Savings Accounts In Deposit Accounts		
XIII. Miscellaneous Receipts including Statutory Receipts					
XIV. Any Other Receipts					
<b>TOTAL</b>			<b>TOTAL</b>		

# **GPF AND NPS ACCOUNTS**

**PROVIDENT FUND ACCOUNT**

**BALANCE SHEET AS AT MARCH 31, 2015**

Amount in Rupees

Amount	Liabilities	Amount	Amount	Assets	Amount
	<p><u>GPF</u></p> <p>Opening Balance</p> <p>Less: Subscription for March 2014</p> <p>Add: Subscriptions in the year</p> <p>Add: Sub for March 2015</p> <p>Add: Interest Credited</p> <p>Less: Advance/withdrawal</p> <p>Closing Balance</p> <p><u>CPF</u></p> <p>Opening Balance</p> <p>Less: Sub. for March 2014</p> <p>Add: Subscriptions in the year</p> <p>Add: Sub for March 2015</p> <p>Add: Interest Credited</p> <p>Less: Advance/withdrawal</p> <p>Closing Balance</p>			<p>Investment</p> <p>Int. accrued as on 31/03/15</p> <p>Subscription Due for March ,2015:</p> <p>GPF</p> <p>CPF</p> <p>UC due to CPF</p> <p>NPS-II</p> <p>Tax recovered from interest on Investments Pending refund from Income Tax Department</p> <p><b>Cash at Bank</b></p> <p>SBI, Branch- I</p> <p>" " II</p> <p align="right">Bank</p>	

	<p><b><u>University Contribution (CPF)</u></b>  Opening Balance  Less: Contribution for March 14  Add: Subscriptions in the year  Add: Contribution for March 15  Add: Interest Credited  Less: Advance/withdrawal  Closing Balance</p> <p><b><u>NPS Tier-II Account</u></b>  Opening Balance  Less: Sub. for March 14  Add: Subscriptions in the year  Add: Sub for March 15  Add: Interest Credited  Less: Advance/withdrawal  Closing Balance</p> <p><b><u>Interest Reserve</u></b>  Opening Balance  Add: Excess of Income over Expenditure  Closing Balance</p>				
	<b>Total</b>				

**PROVIDENT FUND ACCOUNT**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31/03/14**

Amount in Rupees

Amount 31/Mar/14	Expenditure	Amount 31/Mar/15	Amount 31/Mar/14	Income	Amount 31/Mar/15
	<b>Interest Credited to:</b> GPF Account CPF Account University Contribution (CPF) NPS Tier-II Account Excess of Income over Expenditure			Interest earned on Investment Add: Interest accrued on 03/15 Add: Tax recovered on interest - Refund to be obtained Less Interest accrued for March 14 Excess of Expenditure over Income	
	<b>Total</b>			<b>Total</b>	

**PROVIDENT FUND ACCOUNT**

**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE FINANCIAL YEAR 2014-15**

		Amount in Rupees	
Receipts	Amount	Payments	Amount
Opening Balance as on 1/4/14		GPF Adv./Withdrawal	
SBI, Branch- I		CPF Adv./Withdrawal	
SBI, Branch -II		NPS Tier-II	
Bank		University Contribution Withdrawal	
GPF Subscription		Investment during the year	
CPF Subscription		<b><u>Closing Balance:-</u></b>	
CPF University Contribution		SBI, Branch- I	
NPS Tier-II Account		SBI, " " II	
Investment Encashed		Bank	
Interest Received			
<b>Total</b>		<b>Total</b>	



**NPS TIER - I ACCOUNT**

**BALANCE SHEET AS AT MARCH 31, 2015**

Amount in Rupees

Amount	Liabilities	Amount	Amount	Assets	Amount
	<b>NPS Tier -I Account</b> Opening Balance .  Less: Sub. For 3/2014  Add: Sub+U Contribution Add: Interest Credited  Less: Transferred to NSDL  Add: Sub+UC for 3/2015  Excess of Income over Expenditure Balance as on 1.4.2014 Add: During the year			<b>NPS Tier - I Account</b> Subscription and Contribution due for 3/15  Investment Interest Accrued but not due Balance at Bank	
	<b>Total</b>			<b>Total</b>	

**NPS TIER - I ACCOUNT**

**INCOME AND EXPENDITURE ACCOUNT FOR THE FINANCIAL YEAR 2013-14**

Amount in Rupees

Amount	Expenditure	Amount	Amount	Income	Amount
	Interest Credited to Subscribers' Accounts			Interest Earned on Investment	
	Bank Charges			Less: Interest Accrued 31/03/14	
	Excess of Income over Expenditure			Interest Accrued but not due.	
	<b>Total</b>			<b>Total</b>	

## NPS TIER - I ACCOUNT

### RECEIPTS AND PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR 2014-15

Amount in Rupees

Receipts	Amount	Payments	Amount
Opening Balance as on 1/04/2014		Investment	
<b>NPS Tier-I Account</b>		Withdrawal/Refund to NSDL	
Own Subscription			
University Contribution		Closing Balance as on 31/03/2015	
Interest Received on Investment			
Interest on saving bank a/c			
Investment Encashed			
<b>Total</b>		<b>Total</b>	

# **INSTRUCTIONS AND ACCOUNTING PRINCIPLES**

# NOTES AND INSTRUCTIONS FOR COMPILATION OF FINANCIAL STATEMENTS OF CENTRAL EDUCATIONAL INSTITUTIONS

## INSTRUCTIONS AND ACCOUNTING PRINCIPLES

- 1) The financial statements of non-profit and other similar organizations (viz., Balance Sheet and Income and Expenditure Account) shall be prepared on accrual basis; and shall be in the form suggested, or as near thereto as possible.
- 2) Normally, Central Educational Institutions cannot raise loans, particularly by pledging their Assets. The heads Secured Loans & unsecured Loans do not therefore find a place in the Balance Sheet. If however there is a rare case of an institution getting a World Bank Loan, a new head "unsecured loans" could be included on the Liabilities side of the Balance Sheet supported by a Schedule.
- 3) It is mandatory to follow the Accounting Standards applicable for Autonomous organizations and Higher Educational Institutions. 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 departure shall be disclosed, together with the reasons therefor and the financial effect thereof, except where such effect is not ascertainable.
- 4) 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. 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.

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 later periods, shall be disclosed in the Notes on Accounts. 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.

- 5) The accounting treatment and presentation in the Balance Sheet and the Income and Expenditure Account, of transactions and events shall be governed by their substance and not merely by the legal form.

6) In determining the accounting treatment and manner of disclosure of an item in the Balance Sheet and/or the Income and Expenditure Account, due consideration shall be given to the concept of materiality.

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 items are numerous.

7) The Schedules referred to above and the Schedules forming part of the Accounts (Significant Accounting Policies; Contingent liabilities and Notes on Accounts) should form an integral part of the financial statements.

8) The corresponding amounts for the immediately preceding year for all items shown in the Balance Sheet and the Income and Expenditure Account should also be given in the Balance Sheet or Income and Expenditure Account as the case may be.

9) Revenue shall not be recognized unless:

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

10) Provision 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.

Provision shall be made for contingent loss, if:

- a) It is probable that future events will confirm that, after taking into account any related probable recovery, an asset has been impaired or a liability has been incurred at the balance sheet date, and
- b) A 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.

- 11) 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.
- 12) 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 or non provision of Liability for outstanding expenses due to adoption of Cut – off date for the purpose of closing the accounts, in the preparation of the financial statements of one or more prior periods. The concept of Prior Period Income and Prior Period expenditure applies only to Revenue items, and not to Asset/Liability Accounts. The latter are accounted in the year in which the corresponding transactions take place.
  - “Extra ordinary” items, which are material items of income or expenses that arise 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 Income” which exceeds 1 per cent of the total turnover/gross income of entity or Rs.50,000/-, whichever is higher. This shall be shown against an appropriate account head in the Income and Expenditure Account.
  - Any item under the head “Miscellaneous Expenses” which exceeds 1 per cent 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 appropriate account head in the Income and Expenditure account.
- 13) A Receipts and Payments Account shall also be prepared by the Educational Institutions.
- 14) Disclosures as suggested in the formats are minimum requirements. An Educational Institute is encouraged to make additional disclosures.
- 15) The figures in the Balance Sheet and Income and Expenditure Account, if rounded off, shall be rounded off as below:

Amount of turnover (in Rs.)	Rounding off to (Rs.)
Less than One lakh	Hundred
One lakh or more but less than one crore	Thousand
One crore or more but less than one hundred crore	Lakh
One hundred or more but less than one thousand crore	Crore

- 16) Reference may also be made to the enclosed Notes and Instructions for compilation in relation to the formats suggested.
- 17) Most Central Universities and Institutes of Higher education, manage the general Provident Fund and New Pension Scheme Funds. These are owned by the members and hence cannot be accounted as part of the Accounts of the Institutions. As these are managed by them along with their accounts, it is necessary to prepare annually for these funds, a Balance Sheet, an Income and Expenditure Account (on accrual basis) and a Receipts and Payments Account and separately attach them to the accounts of the Institution, to show that they are managed in the best interests of the members.

In respect of the New Pension Scheme, funds in respect of the employees who have been allotted PRA numbers, would have been transferred to the National Securities Depository Limited (NSDL) – Central Record Keeping Agency (CRA). In these cases, only the employers contribution along with the subscription recovered are transferred every month to NSDL. “The employers contribution is included in Schedule 15 – Establishment expenses – Retirement and Terminal Benefits”

If there are any employees whose subscriptions and matching contributions have been retained and managed by the Institution pending allotment of PRA numbers, the annual Accounts of the New Pension Scheme (including interest credited) to be attached separately to the accounts of the Institution, will cover only such employees.

The formats in which GPF, CPF and NPS Annual Accounts have to be Prepared, are attached.

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## BALANCE SHEET

### SCHEDULE 1 – CORPUS/CAPITAL FUND

- a) Corpus/Capital Fund is akin to Capital, Share Capital or owners' (promoters') Funds.
- b) Where an Institute has a separate Corpus Fund as an Earmarked Fund, the heading in the Balance Sheet and in this schedule should be changed as "Capital Fund", to avoid confusion. The name "Corpus Fund" under Earmarked Funds may appropriately be changed to indicate the nature of the Fund.
- c) Where there is no separate Corpus Fund, the head Corpus / Capital Fund in the Balance Sheet as well as in the Schedule will continue.
- d) The other additions to the Capital Fund are:
  - i) Grants from Government /UGC to the extent utilized for capital expenditure.
  - ii) Assets purchased out of Earmarked Funds.
  - iii) Assets purchased out of sponsored project funds, where ownership vests in the Institution.
  - iv) Assets Donated/Gifted.
  - v) Others, if any

When grants are received, Bank Account (Dr) and Grants Account (Cr) are affected. When capital expenditure is incurred from the grant funds, only the Bank Account (Cr) and Asset Accounts (Dr) are affected but the Grants Account itself is not affected. If therefore becomes necessary to bring down the balance in the Grants Account correspondingly. This is done by debiting Grants Account and crediting Capital Fund through a journal entry. In respect of items d(ii) and d(iii) above, when capital expenditure is incurred, the concerned Earmarked Fund/Sponsored Project is debited. The Assets account is not affected though the assets are physically present in the institution. As they are owned by the Institution, they have to be exhibited in the Balance Sheet by merging them with the Fixed Assets of the Institution. They are free as far as the institution is concerned and hence they are set up by debiting Assets and Crediting Capital Fund. In such organizations (unlike in companies where they are credited to a Capital Reserve), Capital Reserve has no particular significance or use, and hence the credit is given to Capital Fund.

Item d(iv) is a gifted asset which is also owned by the Institution. It has therefore to be set up by debit to Asset account and Credit to Capital Fund, for the same reasons as stated above.

- e) Based on the cardinal principle that all profits and losses belong to owners, the excess of income over expenditure should be added to the Capital Fund and the excess of expenditure over income should be deducted from the Capital Fund.
- f) The opening Balance, Additions to and Deductions from, and the closing balance of the Capital Fund shall be shown in the Schedule.

## **SCHEDULE 2 – DESIGNATED/EARMARKED/ENDOWMENT FUNDS.**

### **CHARACTERISTICS OF EARMARKED FUNDS**

Designated/Earmarked Funds are funds set aside by the Educational Institution or provided by External Agencies for specific purposes. Where they are set aside by the institution, the Competent Authority (eg: Executive Committee/Governing Body/Concerned Governing Structure) lays down items of income which could be accounted under the Earmarked fund and the items of expenditure permissible to be met from the fund. They are normally long term, with specific objects(s), accompanied by investments on the Assets side. Income from investments flows back to the fund. The expenditure on the object(s) both Revenue and capital are debited to the Fund and the balance is carried forward from year to year.

The balance in each fund is represented on the Assets side by Bank balance, Investments, and Income accrued but not due. This should be shown in a table below the main schedule.

It is desirable to have a separate Bank Account for each Earmarked Fund.

Endowment Funds are also earmarked funds but are restrictive about the object and about the use of the Fund. Donors generally give Endowments for Medals, Prizes, Fellowships and Scholarships, specifying the subject for which the endowment is given and the criteria for awarding the Medal/Prize/Fellowship/Scholarship. The other restriction is that the corpus of the endowment cannot be used for the expenditure on the Medal/Prize/Fellowship/Scholarship and only the income from investment of the relevant fund can be used for the purpose. This necessitates separate individual investment in respect of each Endowment Fund. However, there would be no need to have a separate Bank Account for each Endowment fund, as the balances left in each fund after investment would be very small. The interest earned on one Savings Bank Account for all Endowment funds, could be apportioned to all the funds at the end of the year proportionately, based on the closing balances in each of the funds.

In Educational Institutions, Endowments are also received for establishing Chairs in subjects as desired by the Donor. The Endowment covers the salaries, and contingencies of the professor to be appointed to the Chair and hence the corpus of the endowment can be used for expenditure (unlike in the case of medals etc where only the interest from investments could be used).

As the number of endowments is usually very large, the last column in schedule 2, could be used for including the total figures against all the endowments, supported by sub – schedule 2A listing all the endowments individually, with full details.

The following shall **NOT** be reckoned as part of Earmarked Funds:

- a) Grants/funds which have the characteristics of promoters' contribution and are of the nature of additions/accretion to the Corpus/Capital Fund.
- b) Funds/grants received by the Entity to meet Deficit on Revenue Account (Revenue expenditure) and Plan grants.
- c) Funds received from sponsors of Projects/Schemes.
- d) Funds received from sponsors of Fellowships and Scholarships.

Items (c) and (d) above are not to be included in this Schedule, as they fulfil only one characteristic of Earmarked funds. They are for a specific object. They are for short periods, ranging from 1 to 3 years and are not accompanied by corresponding investments. Expenditure is also continuously incurred against Sponsored Projects and Sponsored Scholarships during the entire duration.

Where Revolving funds have been created for House Building Advances, Conveyance and Computer Advances, they will not have any capital expenditure debited to the relevant Earmarked fund.

Any other fund created with a specific objective eg Staff Welfare Fund, Pension Fund, could also be included in this schedule.

## SCHEDULE 3-CURRENT LIABILITIES AND PROVISIONS

### A. CURRENT LIABILITES

1. Acceptances                      Included under this sub-head would be the drawer's assent on bills of exchange to the order of the drawer.
  
2. Sundry Creditors                The amount to be shown against this sub-head shall comprise amounts owed by the entity in favour of others on account of:
  - a) For Goods                      goods purchased or services rendered or in respect of contractual obligations. These need to be segregated for goods' and shown separately.
  
  - b) Others
  
3. Advances Received              The liability against this sub-head shall comprise amounts received in respect of which goods or services have yet to be supplied/rendered or for which value has yet to be given, and includes advance subscriptions.
  
4. Statutory Liabilities
  - a) Overdue                        These comprise liabilities in terms of the Central/State laws governing the Entity; and includes unpaid liability for tax deducted at source under the Income Tax Act, 1961, statutory bonus, provident fund,ESI, interest to SSI Units on their overdues, sales tax, excise, customs duty, and other statutory levies.  
Overdue liabilities of undisputed amounts are those that are due and remained unpaid during the normal due date/stipulated period i.e. those that are in default.
  
  - b) Others                         Those for which due date is not reached.
  
5. Other Current Liabilities        These would include amounts not covered by the other sub-heads. Any material amount included under this sub-head may be separately shown indicating the nature thereof.
  
  
- Book Overdraft                      Overdrawn bank balance as per entity's books, where the entity does not have sanctioned limit/overdraft facility shall be included under this sub-head, or separately disclosed as "Overdrawn bank balance in excess of book balance". In these cases normally there would be no overdrawal as per Bank's books. These cannot be netted against the balances in other Bank Accounts shown under Current Assets.

### Notes-General

1. A Current Liability is one which falls due for payment within a relatively short period, normally not more than 12 months.
2. Where any item constitutes ten percent or more of the total current liabilities and provisions, the nature and amount of such item should be shown separately and should not be included under the head 'Others'
3. Caution Money received from students - The amount of caution money refundable to students during 12 months from the Balance sheet date should be shown in the following manner:  
From current students  
From ex-students
4. The receipts against sponsored projects, sponsored fellowships & scholarships and other funds in this schedule, should be supported by sub schedules to the above schedule.

### B-PROVISIONS

- |                           |   |
|---------------------------|---|
| 1. For Taxation           | Provision needs to be made and retained based on the status of Tax matters as at the year-end   |
| 2. Gratuity               | Provision for liability towards gratuity payable on death/retirement of employees needs to be accrued on actuarial basis, and provided up to the year-end. Actuarial valuation as on 31 <sup>st</sup> March is to be obtained every year.   |
| 3. Superannuation/Pension | Provision for liability payable towards superannuation of employees needs to be accrued on actuarial basis, and provided up to the year-end. Actuarial valuation as on 31 <sup>st</sup> March to be obtained every year, which will also cover Pensioners and Family Pensioners on the rolls. |
| 4. Accumulated Leave      | Provision for liability towards accumulated leave encashment of employees, needs to be accrued on actuarial basis, and provided up to the year-end. Actuarial valuation as on 31 <sup>st</sup> March to be obtained every year.   |

5. Trade Warranties/Claims      Where the entity is manufacturing/processing goods for sale, it may be liable to trade - warranty risks, which need to be provided for on a reasonable/rational basis.
6. Others                              These need to be specified, and shall not include provision for doubtful debts/advances, which shall be reduced from the relevant asset heads.

**Notes-General**

1. Provision is an amount written off or retained by way of providing for depreciation or diminution in the value of assets, or retained by way of providing for a known liability, the amount of which cannot be determined with substantial accuracy.
2. If the calculation of the provisions has been done correctly, the closing balance of the Provisions for Pension, Gratuity and Leave Encashment in this schedule to the Balance Sheet will agree with the liability on the date as per actuarial valuation.
3. The actual payments of Pension/Commutated Value of Pension, Family Pension, Gratuity and Leave encashment, are debited to the respective Provisions.
4. As the provisions cover the whole year, and disclose the liability on 31<sup>st</sup> March of the year, the question of providing outstanding liability for unpaid retirement benefits, if any, in the annual accounts does not arise. A liability cannot again be shown for a liability which already exists in the form of a provision.

## APPLICATION OF FUNDS

### SCHEDULE 4-FIXED ASSETS:

#### 1. LAND

- a) Freehold Where immovable properties are purchased/acquired by paying a composite cost (e.g. Land and Buildings) a reasonable/reliable estimate should be made of the land cost and shown separately.
- b) Leasehold Leasehold land should be amortized over the period of lease unless the lease is in perpetuity

#### 2. BUILDINGS

- a) On freehold land Buildings/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".  
As far as practicable, distinction may be made between factory and office buildings, Residential Buildings, Hostel Buildings etc for purposes of provision for depreciation at different rates.
- b) On leasehold land Superstructures on leasehold lands should be depreciated to be co-terminus with the amortisation of land, unless the superstructures have shorter life.
- c) Ownership Flats/  
Premises Freehold/Leasehold to be disclosed.
- d) Superstructures on  
Land Buildings shall include roads, bridges, and Culverts belonging to the Entity. Alternatively these could be included in a separate head.

#### 3. PLANT AND MACHINERY:

Included under this Sub-head would be items like:

- Earth moving Machinery
- Boilers
- Furnaces
- Generators
- Dyes/Mould
- Machinery used for specific industry/services like Building contracts, in hospitals/clinics, processing units, hydraulic works (including pipelines), Tool rooms.
- Other items used for manufacture / processing etc.
- Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets registers.
- Disclosure of information under the above sub-heads is encouraged.

#### 4. VEHICLES

Included under this sub head would be items like:

- Tractors/Trailers
- Trucks, Jeeps and Vans
- Motor Cars
- Motor Cycles, Scooters,  
Three Wheelers and Mopeds
- Rickshaws

Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets registers. Disclosure of information under the above sub-heads is encouraged.

#### 5. FURNITURE, FIXTURES

Included under the above sub-head would be items like:

- a) Cabinets/Almirahs/Filing Racks
- b) Air-conditioners/Air conditioning Plant
- c) Air Coolers
- d) Water Coolers
- e) Tables/Chairs/Sofas/Carpets
- f) Wooden partitions/temporary structures
- g) Voltage Stabilisers, UPS Systems
- h) Other Items

Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets registers. Disclosure of information under the above sub-heads is encouraged, for material amounts



**6. OFFICE EQUIPMENT**

Included under the above sub-head would be items like.

- a) Typewriters
- b) Photocopies/duplicators
- c) Fax Machines

Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets register. Disclosure of information under the above sub-heads is encouraged. for material amounts.

**7. COMPUTER/PERIPHERALS**

Computers, Printers and their peripherals like the Software etc. would be the items under this head. Software will be treated as an intangible asset.

**8. ELECTRIC INSTALLATIONS**

Included under the above sub-head would be items like:

- a) Electrical Machinery
- b) Electric Lights/Fans
- c) Switch gear instruments
- d) Transformers
- e) Electric Wiring and fittings

Separate Account heads should be maintained in respect of the above items and kept reconciled with the Fixed Assets registers. Disclosure of information under the above sub-heads is encouraged for material amounts.

**9. LIBRARY BOOKS AND SCIENTIFIC JOURNALS**

In some cases the number of Library Books could be very large or there may be an established Library. In such cases these books may be disclosed as a separate category of assets. Library books will include books/journals/information stored in CD ROMs. E-Journals will be treated as Intangible Assets.

## **10. LABORATORY AND SCIENTIFIC EQUIPMENT**

- 1) NMR
- 2) XRD
- 3) ICPMS
- 4) Particle size Analyzer
- 5) Floor Standing Preparative ultracentrifuge
- 6) Table Top GC MS
- 7) Thermal Ionization Mass Spectrometer
- 8) CD Spectrometer
- 9) Tunable Amplified Femtosecond Laser System
- 10) 24 Capillary genetic Analyzer
- 11) Stable Isotope Ratio Mass Spectrometer.
- 12) 100 Watt YB Fibre lase System
- 13) Inverted Research Microscope
- 14) Lexsyg Smart -Automated TL-OSL Reader
- 15) 4K Pulse Tube close cycle Cryostat

These are few representative names. The Institution may add or delete the names of the equipment according to their Accounting policy.

## **11. TUBEWELLS & WATER SUPPLY SYSTEM**

Tube wells and Water Supply Systems may be shown as a distinct category.

## **12. CAPITAL WORK-IN-PROGRESS:**

Fixed assets in the course of construction should be shown against this head till they are ready for their intended use. Plant, machinery and equipment acquired and pending installation should also be included here. Those works in progress, (opening balance plus additions during the year) which get completed in the current year, are transferred to the respective Fixed Assets, by using the 3<sup>rd</sup> column in the Gross Block of the Schedule. As no depreciation is charged on works-in-progress, the net figure of works in progress in the 4<sup>th</sup> column of the Gross Block, is shown as the Net Block for the current year. While computing the capital expenditure met out of grants during the year (for the purpose of crediting to Capital Fund) care should be taken to exclude from the additions during the year (column 2 of Gross Block) the work in progress transferred to the Asset Accounts during the year.

## Notes-General

1. Fixed Assets are those assets which are held with the intention of being used for the purpose of producing or providing services and not held for sale in the normal course of trade.
2. Under each sub-head should be shown:
  - a) the cost or the valuation as at the beginning of the year
  - b) additions during the year (both acquisitions and by way of grants)
  - c) deductions (including sales, disposals, write-offs) during the year.
  - d) The total cost/valuation as at the year-end.
  - e) Depreciation up to the previous year-end, Depreciation for the year and the total accumulated depreciation upto the year-end.
  - f) The net block of the assets as at the year-end.
3. 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/amortisation.
4. The cost of a Fixed Asset should be determined by adding to the purchase price any attributable costs of bringing it to its working condition for its intended use.
5. Advance payments to contractors and suppliers should not be classified under the specific fixed assets or as Capital Work – in – Progress.
6. The Accounting Policy should disclose the method of valuation of gifted / Donated Assets.
7. 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 amortisation of assets the useful life of which is determined, and depletion of wasting assets.

For this purpose:

- a) Depreciable asset means an asset which-
    - i. Is expected to be used during more than one accounting period, and
    - ii. Has limited useful life; and
    - iii. 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.
  - b) 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;
  - c) Useful life means either-
    - i) the period over which a depreciable asset is expected to be used by the Entity, or
    - ii) the number of production or similar units expected to be obtained from the use of the asset by the Entity.
8. No Depreciation is provided on Free-hold Land.
9. In the year in which an asset is sold/ condemned as scrap and written off, the book value of the asset gets reduced/ written off. It is necessary to simultaneously remove from the Fixed Assets Schedule, the corresponding original cost of the asset and the depreciation provided up to that year. This is done through entries in the 3<sup>rd</sup> column of the Gross Block and 3<sup>rd</sup> column of the Depreciation Block (proforma entries).
10. The classification of Assets as indicated above, could be changed, if a different classification has already been followed by the Institution. For e.g. Air conditioners, Air coolers, Water coolers, Voltage stabilizers could be classified as Electrical Equipment, while Air conditioning Plant may be classified under Plant and Machinery.

## **SCHEDULE-5: INVESTMENTS-FROM DESIGNATED/ EARMARKED/ ENDOWMENT FUNDS**

1. Government Securities Includes Central and State Government securities and Government Treasury Bills.  
These securities should be shown at cost/book value. However, the difference between such value and market value should be given in the notes to the Balance Sheet.
2. Other approved Securities Securities other than Government Securities, treated as approved securities (such as Trustee securities), should be included here.
3. Debentures and Bonds Investment in debentures and bonds of RBI, Companies and Corporations should be disclosed here.
4. Others (to be specified) Includes residual investments, if any, like Commercial paper, Investments (to be specified) in Mutual Funds and other instruments not being in the nature of debentures/bonds. Term Deposits in Banks, if any, would also be included here.

### **5. General :**

- 1.) Investments held against Earmarked/Endowment funds need to be disclosed in this schedule. A Fund wise sub schedule should be included below the main schedule. This will enable a comparison of the balance in the particular fund and the corresponding investment against that fund.
- 2.) As an exception to the nature of investments mentioned in this Schedule, Term Deposits in Banks may be included under the head "others", to facilitate comparison of the balances in the earmarked funds and the corresponding investments.
- 3) a) The investments shall be classified and disclosed under long term investments and current investments.

- b) 'Current Investment' means an investment that is by its nature readily realisable and is intended to be held for not more than one year from the date on which such investment is made. Such investments should be shown at the lower of cost or fair value which should be determined on individual investment basis or by category of investment.
- c) 'Long-term Investment' means an investment other than a current investment. Long-term investments should be measured at cost. The book value of long-term investments should be reduced to recognise a decline/ diminution, other than temporary, in their value. Such reduction should be determined and made for each investment individually.
- d) Investments shall further be sub-classified as investments from earmarked/endowment funds, and "other investments" in each case and disclosed accordingly.
- e) Aggregate amount of the educational institution's long-term quoted investments and also the market value thereof should be shown. Aggregate amount of the educational institution's unquoted investments should also be shown.
- f) 'Quoted investment' for this purpose, means an investment in respect of which a quotation or permission to deal on a recognised stock exchange has been granted, and the expression 'unquoted investment' should be construed accordingly.
- g) The significant restrictions on the right of ownership, reliability of investment shall be disclosed by way of notes.

- 4 Investment in properties, if held, shall be shown at cost less depreciation in the same manner as in the case of fixed assets.
- 5 The Accounting Policy should disclose in relation to investments, their cost, depreciation and carrying value-both for long term & current investments.
- 6 Any premium paid on acquisition of permanent investments shall be amortized on a time proportion basis upto the date of their maturity. Discount on acquisition shall not be amortized.
- 7 Matured investments, not realized may be separately disclosed.
- 8 Where Term Deposits in Banks on maturity, are reinvested along with interest allowed by the Bank, care should be taken to make two entries on the Receipts side of the Bank Book viz
  - a. Term Deposits encashed
  - b. Interest on Term Deposits

On the payment side the reinvested amount will appear as investment in Term Deposits.

## SCHEDULE 6- INVESTMENT-OTHERS:

1. Government Securities                      Includes Central and State Government securities and Government Treasury Bills.  
  
These securities should be shown at cost/book value. However, the difference between such value and market value should be given in the notes to the Balance Sheet.
  
2. Other approved Securities                Securities other than Government Securities, treated as approved securities (such as Trustee-securities), should be included here.
  
3. Debentures and Bonds                    Investment in debentures and bonds of RBI, Companies and Corporations should be disclosed here.
  
4. Others                                        Includes residual investments, if any, like Commercial paper, investments (to be specified) in Mutual Funds and other instruments not being in the nature of debentures/bonds. Investment in properties, if any, would also be included here.

**General:** This head will include the investments of surplus funds, but not Term Deposits in Banks, which will be included under Current Assets.

**SCHEDULE 7 - CURRENT ASSETS.**

1. Inventories:

a) Stores and Spares      Inventories comprise tangible property including maintenance supplies and consumables, and spares for equipment

b) Inventories              Include items held in the normal course or in the form of material or supplies to be consumed like chemicals, glass ware, laboratory consumables, Building materials, electrical materials, stationery, cleaning material, water supply material, publications held for sale etc,

2. Sundry Debtors:

Debtors comprise persons from whom amounts are due for goods sold or services rendered or in respect of contractual obligations.

a) Debts Outstanding for a period exceeding six months

b) Others

3. Cash balances in hand:      (including cheques/drafts, postage stamps and imprest)

4. Bank Balance

Amounts held as bank balances against earmarked/endowment funds should be separately disclosed.

a) With Scheduled Bank:

- On Current Accounts      Overdue/Matured Deposits should be separately disclosed.
- On Deposit Accounts      (includes margin money)
- On Savings Accounts



b) With Non-Scheduled Banks

- On Current Accounts
- On Deposit Accounts
- On Savings Accounts

5. Post Office - Savings Accounts:

- Notes:
1. Basis of valuation of inventories should be disclosed in the Accounting Policies.
  2. Debts considered good for recovery and those considered doubtful shall be shown separately. Provision for doubtful debts, if made, should be shown as a reduction from the amount of debts considered doubtful.
  3. Where any deposit accounts are pledged or charged as security or are encumbered, the fact should be disclosed.
  4. Margin Moneys are represented by Term Deposits with the Bank in the name of the institution. They are taken by Banks as a matter of safeguard to ensure recovery from the Institution on whose behalf a Bank Guarantee was issued or a Letter of Credit was established. The Law in respect of Bank Guarantees and Letters of Credit is that the Bank which issued the Bank Guarantee or established the Letter of Credit has to pay the beneficiary when the Bank Guarantee is invoked or the Letter of Credit is operated by the Supplier, irrespective of whether it is able to recover the value or not, from the Institution on whose behalf it was issued or established. The percentage of margin money may vary depending on the confidence the Bank has, about the financial position of the Institution.

**SCHEDULE 8. LOANS, ADVANCES AND DEPOSITS:**

- 1. Loans:** Loans and Advances as are considered good & recoverable should be disclosed. Doubtful amounts, if any, should be stated under each sub-head, and provision, if made, should be shown as a reduction there from.
- a) Staff Interest accrued on interest bearing staff loans should be accounted notwithstanding that actual recoveries of interest might commence after repayment of principal.
  - b) Other Entities engaged in activities/objectives similar to that of the Entity Irrevocable grants/subsidies/donation to such entities, shall not be included here.
  - c) Other (specify)
- 2. Advances and other amounts recoverable in Cash or in kind or for value to be received:**
- a) On Capital Account Advances to suppliers/contractors for capital works should be shown against this sub-head.
  - b) Prepayments This includes prepaid expenses.
  - c) Others This would comprise receivables other than the debtors.
- 3. Income Accrued:** Both 'Income accrued and due' and 'Income accrued but not due' up to the year-end should be included under this head.
- a) On investments from Earmarked/Endowment funds
  - b) On Investments - Others
  - c) On Loans and Advances
- } Income on Investments from Earmarked/Endowment Funds and that on Other Investments should be shown separately

d) Others

If uncertainty attaches to realization or ultimate collection, Income (includes income due unrealized) should not be recognized and if recognized, should be provided for.

Dividends should be recognized based on the date(s) of their declaration.

Separate disclosure should be made in respect of income accrued due, but not realized.

**4. Claims receivable**

Only claims, which are considered good and realizable should be included.

**5. Deposits (other than with Bank)**

For Telephone, electricity, water supply, rentals

**6. Others (specify)**

**Note:** Advances to employees for House Building, purchase of vehicles and computers will be included in this Schedule, unless Revolving funds (Earmarked) have been established and are included in Schedule 2.

**NOTES AND INSTRUCTIONS FOR COMPILATION OF FINANCIAL STATEMENTS OF**  
**CENTRAL EDUCATIONAL INSTITUTIONS**  
**INCOME AND EXPENDITURE ACCOUNT**

1. The Income and Expenditure Account should disclose every material feature and should be so made out as to clearly disclose the result of the working of the educational institution during the period covered by the account.
2. Donations and grants should be recognised only at a stage when there is a reasonable assurance that the educational institution will comply with the conditions attached, if any, and the donations and grants will be received.
3. Any item under which income/expense exceeds 1% of the total fee receipts of the educational institution or Rs. 50,000/-whichever is higher should be shown as a separate and distinct item against an appropriate account head in the Income and Expenditure Account. These items, therefore should not be shown under the head miscellaneous and other income/expense.
4. Depreciation should be provided so as to charge the depreciable amount of a depreciable asset over its useful life.
5. Prior Period Income and Prior Period expenditure should be part of the Income and Expenditure Account, as they disclose the extent to which, the results of working for the period covered by the Income and Expenditure Account have been affected, by the items which do not pertain to the current period but to earlier period(s) and have occurred in the current period; Also where no income has been accrued or no outstanding liability for expenses has been provided in respect of such items in the previous year (s).
6. The details of hostel running expenses should be disclosed separately in the notes to the Income and Expenditure Account.
7. An educational institution shall disclose the following additional information by way of notes:
  - a. Disclosure in respect of expenditure incurred on objects of the educational institution.
  - b. Details of the services rendered by volunteers for which no payment has been made.
  - c. Details of items of exceptional and extraordinary nature

**INCOME**

**SCHEDULE 9 –ACADEMIC RECIEPTS:**

- |                              |  |
|------------------------------|--|
| 1) Entrance Fees             | Accounting policies on each item will have to be disclosed.  |
| 2) Annual Fees/Subscriptions | In case Fees like Entrance Fee, Subscriptions etc. are in the nature of capital receipts, such amount should go to the Corpus/Capital Fund. Otherwise such fees will be incorporated in this Schedule. |
| 3) Seminar/Program Fees      |  |
| 4) Consultancy Fees          | In case the major activities of the Entity is to provide consultancy services, Such income should form part of Schedule 13 (Other Income)  |
| 5) Others (Specify)          | The gross receipts should be shown here, Expenditure incurred on consultancy etc. should be shown as “Administrative and General Expenses” in Schedule 17.   |

## SCHEDULE 10 – GRANTS AND DONATIONS:

### (Irrevocable Grants & Donations Received)

- 1) Central Government Grants 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.
- 2) State Government(s) 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.
- 3) Government Agencies
- 4) Central Educational Institutions generally get grants under Plan and Non Plan heads. The grants under Plan may be general and/or for specific schemes (e.g. construction of Science Centre; Auditorium etc). Plan grants may be for Capital as well as Revenue expenditure. Non – Plan grants are generally for meeting the deficit on Revenue Account, based on the Annual Budget of the Institution in which the estimated Revenue expenditure, as well as the estimated Internal Generation of Resources are Projected. The Non – Plan grant takes into account both the Revenue expenditure and internal generation of resources projected in the Budget and the deficit. In such institutions the internal generation of Resources is far less than the revenue expenditure. This is the reason why the term grants/subsidies is used, as the grant subsidises the deficit. Educational Institutions where the Internal generation of Resources is more than the estimated Revenue expenditure, do not get Non – Plan grants.
- 5) The Schedule includes a detailed disclosure of the opening balances (Plan and Non Plan separately), the receipts during the year, refunds, if any, the amounts utilized for capital expenditure, the amounts utilized for Revenue expenditure and the unutilized balances at the end of the year.
- 6) While finalizing the accounts of the financial year;
  - a) A three way agreement of capital expenditure met out of grants between the figure in the Capital Fund, the figure in the Grants Schedule and the figure in the Fixed Assets schedule (Additions during the year pertaining to assets acquired out of grant funds), should be ensured. The Capital expenditure during the year will include the net capital works in progress (i.e., Additions during the year minus completed Capital Works in Progress transferred to assets during the year)

b) The Revenue expenditure met out of non plan grants should be calculated as follows:

Expenditure as per Expenditure schedules (Non Plan column) of the Income and Expenditure Account	XXX
Less: Provision made in the year for retirement benefits	(XXX)
Add: Actual payments made in the year for retirement benefits	<u>XXX</u>
Revenue expenditure met out of non – plan grants.	<u>          </u>

(The total of the expenditure side in the Income and Expenditure Account can also be used for the above deductions and addition, but there will be another deduction in that case, representing Depreciation in respect of which also there is no cash outgo).

Generally, the Revenue expenditure as calculated above will be more than the non Plan grants available after meeting capital expenditure. If so, that balance itself should be shown as the Revenue expenditure utilized from Non plan grants, resulting in unutilized non plan grants as nil. The presumption in such cases is that the excess expenditure over non plan grants is met out of Internally generated resources.

If however, grants for the next year have been received in the current year as Advance grants, it has to be ensured that such advance grants are carried forward and shown as unutilized grants in the grants Schedule. To this extent, the non plan grants available after meeting capital expenditure will include the advance grants; Hence for comparison of grants available and actual Revenue expenditure, the grants available as reduced by Advance grants should be considered. In a note below the grants schedule, it should be disclosed that the unutilized non – plan grants represent Advance grant for the next year.

7) Normally, the figure of grants received as per the Receipts and Payments Account should agree with the figure of Receipts in the Grants Schedule (Sch 10). If however sanctions dated on or before 31<sup>st</sup> March, have been received by the Institution, against which the amount is actually received in the first week of April, they are accounted on accrual basis in the year in which sanctions have been issued, by debiting Grants Receivable (shown under “Loans Advances and Deposits”) and crediting “Grant Account”. In such a case there will be a difference in the figures of grants received, between the figure as per Receipts and Payments Account and the figure in the Grants Schedule, equal to the Grants Accrued.

## SCHEDULE 11 - INCOME FROM INVESTMENTS:

1. Interest                      Income from Investments shall be disclosed at gross figures and tax deducted at source is to be stated separately.
  - a) On Govt. Securities              Interest on Govt. Securities shall comprise
    - a) Interest earned at coupon rate upto the last applicable date of interest, i.e. interest accrued & due; and
    - b) Interest accrued thereafter upto the year-end at the coupon rate i.e., Interest accrued but not due
  - b) Other Bonds/  
    Debentures                      Income on bonds and debentures would include discount accrued upto the year-end on bonds issued at a discount, to be redeemed at par or on premium, based on the terms of their issue.
2. Dividends:
  - a) On Shares                      Dividends shall be accrued, based on the dates of declaration thereof i.e. when the entity has a right to receive the same.
  - b) On Mutual Funds
3. Rents                          Rents shall be shown as income on Investment on properties, if any.
4. Others (Specify)              Interest claimed on overdue/matured investments shall not be recognized unless pre-conditions for such recognition are satisfied.
5. Distinction should be made in respect of income on Investments:
  - a) Owned by the Entity; (this will appear in the Income and Expenditure Account)
  - b) those held against earmarked/endowment funds. At the year-end, total of the income on investment from Earmarked/Endowment funds should be transferred to the Funds through schedule 2.
6. The Schedule is in two parts – the first discloses the income from Earmarked/Endowment Investments showing it as transferred to Earmarked/Endowment Funds, leaving no balance. The second part deals with Income on Investments - others, the total of which appears in the Income and Expenditure Account as Income from Investments.

While finalizing the Annual Accounts it should be ensured that the total of the First part – agrees with the horizontal total against Income from Investments plus Accrued interest on investments plus interest on Savings Bank Accounts, in Schedule 2 – Earmarked/Endowment Funds.



**SCHEDULE 12 - INTEREST EARNED:**

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 bank
  - b) With Non-Scheduled Bank
  
  - c) Post Office Savings Accounts
  - d) Others
3. On Loans;
  - a) Employees/Staff
  
  - b) Others
4. Interest on Debtors & Other Receivables

1. Interest income earned should be shown at gross figures and tax deducted at source is to be stated separately as Receivables, in the Balance Sheet, where the Income of the Institution is exempt from Income Tax.

2. Distinction should be made in respect of income;
  - a) On the Accounts owned by the Entity; and
  - b) those held against earmarked/endowment funds; to be transferred to Earmarked/Endowment funds.

(where no revolving Funds have been set up for Interest bearing advances for House Building, conveyance and computers)

### **Schedule 14 – Prior Period Income**

Items of Prior Period Income are those items against which incomes do not pertain to the current year but pertain to the previous year (s) and have occurred during the Current year; Also where no income has been treated as accrued in the previous year(s). Such items may occur in respect of all the Income heads in the Income and Expenditure Account. The amounts of Prior Period Income against each Income head should be disclosed in this schedule – the total agreeing with the figure against the head 'Prior Period Income' in the Income and Expenditure Account.

**SCHEDULE 15- STAFF PAYMENTS & BENEFITS (ESTABLISHMENT EXPENSES):**

a)	Salaries and Wages	The gross expenditure against each head including in respect of staff on deputation should be disclosed.
b)	Allowances and Bonus	
c)	Contribution to Provident Fund	
d)	Contribution to Other Funds (specify)	Statutory obligations of the Entity towards Provident fund, New Pension Scheme, Employees' state insurance, retirement benefits etc. should be disclosed clearly and item-wise.
e)	Staff Welfare Expenses	
f)	Expenses on Employees' Retirement and Terminal Benefits	
g)	Others (specify)	

**Notes- General**

1. Sub Schedule 15A is to be used to disclose the calculation of the provision to be made in the accounts of the year towards, gratuity, pension and leave encashment. Only the provision made in the year will be included here (and not the actual payments of Pension, commuted value of Pension, Gratuity and Leave Encashment made during the year which are debited to the Provisions)
2. While finalizing the Annual Accounts it should be ensured that the total of Provisions to be made for the year and other retirement Benefits in Schedule 15A, agrees with the amount shown against 'Retirement and Terminal Benefits' in Schedule 15.
3. In case of recoveries like fines, penalties etc. the same should not be deducted from the expense heads but included under 'Other Income' in the Schedule 13.

**Prior period items**

Prior period and Extraordinary Items shall be separately disclosed under the head 'Prior Period expenses' so that the effect thereof on the net Expenditure for the year is known.

## SCHEDULE- 16 ACADEMIC EXPENSES

Academic Expenses:

This Schedule includes

- All academic expenses like laboratory Running expenses e.g. all chemical or other consumable/ materials (other than equipment/ tools & appliances) necessary for conducting experiments and running the Laboratories for practical work.
- All Expenses on field studies
- All Expenses on Visiting faculty
- All Expenses on seminars/Workshops/ convocations.
- All Expenses relating to admission of New batches of Students.
- All Expenses pertaining to examinations.
- All Expenses on stipends/merit-cum-scholarships to students.
- All Expenses on publicity (admission related & scholarships)
- Periodicals.
- All Expenses related to students welfare.
- Research activities

## **SCHEDULE 17 –ADMINISTRATIVE & GENERAL EXPENSES**

### **A Infrastructure**

- I) Rent, Rates & Taxes
- II) Electricity Expenses
- III) Water Charges
- IV) Security Expenses
- V) Insurance
- VI) Generator Running Expenses

### **B Communication**

- I) Postage & Telegram
- II) Telephones & Fax
- III) Internet Connectivity Charges
- IV)

### **C Subscriptions to Academic Institutions**

### **D TA to Members of Advisory Committees, etc.**

### **E Advertisement and Publicity**

### **F Legal Expenses**

### **G Others**

- I) Printing and stationery (consumption)
- II) Newspapers & periodicals
- III) Entertainment Expenses
- IV) Bank charges
- V) TA to Candidates

- VI) Labour Charges, Daily Wages & Contract Labour
- VII) Travelling and Local Conveyance
- VIII) Conservancy Expenses
- IX) Liveries
- X) Photocopying Charges
- XI) Contribution to VC Discretionary Fund, etc.
- XII) Other Miscellaneous Administrative Expenses
- XIII) Auditors' Remuneration
- XIV) Professional charges
- XV) Provision for Bad & Doubtful Debts/Advances
- XVI) Irrecoverable balances written off
- XVII) Others

**Notes:**

In case of recoveries e.g. rent recoveries, freight charges recovered, fines, penalties, liquidated damages from suppliers etc., the amount of such recoveries should not be deducted from the expense heads but included under "Schedule 13 – "other Income".

## SCHEDULE- 18 TRANSPORT EXPENSES

Transportation Expenses will include all expenses on:

- All Vehicles (owned by the institution) - Running expenses like cost of petrol, diesel, repair and maintenance of vehicles.
- All hiring charges of vehicles from service providers on regular or temporary basis.
- Any other expenses in maintaining vehicles owned by the institution (e.g. Insurance)
- All expenses for ferrying of Guest/dignitaries for attending various meetings/seminars/workshops/convocation etc

## SCHEDULE- 19 REPAIRS & MAINTENANCE

The repair and maintenance costs will include:

- All expenses like whitewashing of rooms in the office buildings, academic buildings\hostels\residences. All petty repairs in the maintenance of office, residence, academic buildings and hostels.
- All expenses on maintenance of furniture & fixtures.
- All repair and annual maintenance expenses on plant and equipment.
- All repair and annual maintenance of computers, communication equipment and other office equipment.
- All annual maintenance of electrical plants and equipment
- All annual maintenance contracts for maintaining Laboratory and scientific equipment.
- All expenses on cleaning services.
- Expenses on any other annual maintenance contract (specify).
- Gardening
- Estate Maintenance.
- Book Binding charges.



**SCHEDULE- 20 FINANCE COST**

Finance Cost Includes all interest on Loans, borrowings & Bank Charges.

**Note:** Central Educational Institutions may not have any loan portfolio, as they are not permitted to borrow money from financial institutions.

In such cases Bank charges, which are not material, should be included under Administrative expenses, by deleting this schedule and the head in the Income and Expenditure Account.

**SCHEDULE 21 – OTHER EXPENSES**

This Schedule will include:

- a) Grants given to Institutions/Organizations

Grants, Subsidies or other similar assistance given to the Institutions/organizations for general purposes and objectives of the Entity, on an irrevocable basis, shall be included in this Schedule.

These grants etc. are with or without any conditions attached as to their utilization and are of the nature of non-refundable amounts which are to be appropriated as expenditure.

The gross receipts shown against each sub-head in schedule 13, could be the sources of these grants that are given, in turn, to other institutions/organizations on irrevocable basis.

The gross expenditure against each head should be disclosed.

**Note:** Names of the Institutions/organizations, their activities along with the amounts in each case should be disclosed.

- b) Any others (specify)

**SCHEDULE 22 – PRIOR PERIOD EXPENSES**

Items of Prior Period Expenditure are those items against which expenditure does not pertain to the current year but pertains to the previous year (s) and have occurred during the current year, and also against which no outstanding liability for expenses has been provided in the previous year(s).

Prior Period expenses against each of the expenditure heads in the Income and Expenditure Account should be disclosed in this schedule – the total agreeing with figure against the head 'Prior Period Expenses' in the Income and Expenditure Account.

**NOTES AND INSTRUCTIONS FOR COMPILATION OF FINANCIAL STATEMENTS OF CENTRAL  
EDUCATIONAL INSTITUTIONS**

**SCHEDULES FORMING PART OF ACCOUNTS**

**SCHEDULE 23 – ACCOUNTING POLICES**

1. Educational institutions should disclose their significant accounting policies and this disclosure should be made at one place. An illustrative list of accounting policies that an educational institution could disclose is given below
  - (a) The basis of preparation of Accounts ( Historical cost Convention and Accrual system)
  - (b) Revenue Recognition (specifically stating the items which are recognized on cash basis)
  - (c) Accounting for income from and expenditure on specialized activities such as Research
  - (d) Conversion or translation of foreign currency (in case of organizations receiving foreign funds/Incurring expenditure in Foreign Exchange on imports).
  - (e) Method(s) of depreciation
  - (f) Valuation of inventories
  - (g) Valuation of investments
  - (h) Treatment of employee benefits
  - (i) Valuation of fixed assets
  - (j) Treatment of contingent liabilities
  - (k) Expenditure during construction
  - (l) Assets of small value
  - (m) Accounting treatment of leasehold land
  - (n) Accounting of Earmarked funds and Endowment Funds with a brief description of each fund.
  - (o) Amortization of wasting assets
  - (p) Accounting treatment of Plan/Non-plan Grants received from Govt.
  - (q) Accounting treatment of sponsored Projects/Schemes/Programmes (Receipts and expenditure) and income from such schemes( Overhead recoveries, institutional charges/project management fees etc)
  - (r) Accounting treatment of Assets acquired out of sponsored project funds and earmarked Funds
  - (s) Accounting treatment of Fellowships and Scholarships
  - (t) Classification and treatment of Deferred Revenue Expenditure
  - (u) Treatment of Assets acquired by the Grantee institutions out of grants given to them by the institutions (if applicable).
  - (v) Taxation Status

2. In respect of funds, educational institutions should disclose the following in the schedules/notes to accounts:
  - (a) In respect of each major fund, opening balance, additions during the period, deductions/utilisation during the period and balance at the end;
  - (b) Assets, such as investments, and liabilities belonging to each fund separately;
  - (c) Restrictions, if any, on the utilization of each fund balance;
  - (d) Restrictions, if any, on the utilization of specific fixed assets.

**SCHEDULE 24:- CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS:**

**ITEMS TO BE COVERED IN THIS SCHEDULE ARE LISTED BELOW:**

**A. CONTINGENT LIABILITIES**

- |  |   |
|--|---|
| 1. Claim against the Entity not acknowledged as debts      | _____   |
| 2. Guarantees and Letters of credit outstanding            | Liability towards Guarantees given by the entity or by Banks on its behalf and Letters of Credit outstanding as at the year-end are required to be disclosed.                                       |
| 3. Other items for which the entity is contingently liable | Included here would be disputed statutory and other demands/claims, Bills rediscounted, and other items for which the entity is contingently liable such as suits filed, Arbitration cases pending. |

**B. NOTES ON ACCOUNTS**

- |   |   |
|---|---|
| 1. Commitments on capital Account not provided for  | This would arise in terms of contracts / arrangements in terms of which amounts would have to be paid for acquisitions/construction of assets as and when they take place. The amount, net of advances is required to be disclosed. |
| 2. Educational institutions should host following information in public domain so as to enable all other stakeholders to have a bird's eye view of educational institution's capacity and capability: |   |
| (i) No. of students   |   |
| (ii) Number of teachers   |   |
| (iii) Collection on account of building fund and expenditure thereof  |   |
| (iv) Collection for sports activities and expenditure thereof   |   |
| (v) Collection for co-curricular activities and expenditure thereof   |   |
| (vi) Collection on account of development charges and expenditure thereon   |   |
| (vii) Collection for medical expenses and expenditure thereon   |   |
| (viii) Compliance with statutory dues like EPF and ESI  |   |
| (ix) Salary structure of teachers   |   |

The above information can also be calculated on per student basis.

### 3. Related Party Disclosures

Accounting Standard (AS) 18, 'Related Party Disclosures', issued by the Institute of Chartered Accountants of India, requires disclosures to be made in respect of related party transactions. Keeping in view the involvement of public funds, in the context of an educational institution, the following disclosures should be made in a note to the financial statements of the educational institution:

- (i) Transactions between the educational institution and the trust or society managing the educational institution.
- (ii) Transactions between the educational institution and the trustees or the members of the governing body of the educational institution.
- (iii) Transactions between the educational institution and the author of the trust or the founder of the institution.
- (iv) Transactions between the educational institution with another educational institution or any other educational entity managed by the same trust or society, if permitted by the relevant legislation/bye-laws etc.
- (v) Transactions between the educational institution and the relatives of the trustees, or members of the governing body managing the educational institution or the author of the trust or the founder of the institution. For this purpose, a relative, in the context of an individual, means "the spouse, son, daughter, brother, sister, father and mother who may be expected to influence, or influenced by, that individual in his/her dealing with the educational institution".
- (vi) Transactions between the educational institution and its 'key management personnel' or the relatives of the key management personnel. Key management personnel would represent those persons in the educational institution who have the authority and responsibility for planning, directing and controlling the activities of the educational institution. In case of an educational institution, an example of key management personnel is the Principal/Vice Chancellor.

If there have been transactions between related parties, during the existence of a related party relationship, the educational institution should disclose the following:

- (i) the name of the transacting related party;
- (ii) a description of the nature of transactions;

- (iii) volume of the transactions; either as an amount or as an appropriate proportion;
- (iv) the amounts or appropriate proportions or outstanding items pertaining to related parties at the Balance Sheet date and provisions for doubtful debts due from such parties at that date; and
- (v) amounts written off or written back in the period in respect of debts due from or to related parties.

The following are examples of the related party transactions in respect of which disclosures may be made by an educational institution:

Purchases or sales of fixed assets; rendering or receiving of services;  
Leasing or Hire purchase arrangements;

Items of a similar nature may be disclosed in aggregate by type of related party except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the educational institution.

Disclosure of details of particular transactions with individual related parties would frequently be too voluminous to be easily understood. Accordingly, items of a similar nature may be disclosed in aggregate by type of related party. However, this is not done in such a way as to obscure the importance of significant transactions, e.g., purchases or sales of books are not aggregated with purchases or sales of fixed assets. Nor a material related party transaction with an individual party is clubbed in an aggregated disclosure.



**NOTES AND INSTRUCTIONS FOR COMPILATION OF FINANCIAL STATEMENTS OF CENTRAL EDUCATIONAL INSTITUTIONS**

**RECEIPTS AND PAYMENTS ACCOUNT**

At the time of finalization of the Accounts for the year, the following should be ensured.

- 1) The figure of Receipts of Grants during the year in Schedule 10 – Grants/Subsidies agrees with the figure of Receipts of Grants in the Receipts and Payments Account. If the Grants Schedule shows a higher figure, it should represent the amount shown as Grants Receivable under Schedule 8, Loans, Advances and Deposits, accounted on accrual basis in respect of sanctions dated 31<sup>st</sup> March or earlier, against which the amounts have been received in April of next year.
- 2) The opening Cash and Bank balances agrees with the previous year's figures of closing balances in the Receipts and Payments Account as well as the previous year's figure under Current Assets in Schedule 7.
- 3) The current year's Cash and Bank Balances under Schedule 7, "Current Assets", agrees with the closing Cash and Bank balances in the Receipts and Payments Account for the current year.

**GUIDANCE NOTES – TASKS IN/THE FIRST YEAR  
OF CHANGE OVER to Accrual System**

# **GUIDANCE NOTES ABOUT TASKS IN THE FIRST YEAR OF CHANGE OVER TO ACCRUAL SYSTEM**

## **1. Preparation of Master Chart of Heads of Account(Annexure-A)**

- Liabilities
- Assets
- Income
- Expenditure

### **Conversion**

Conversion of last existing Cash based Balance Sheet & Income & Expenditure Account to Standard Formats (Heads of Account).

## **2. Data entry of vouchers - as per new Heads of Account**

- While entering vouchers, identify transactions pertaining to previous years, list them and classify them under Prior Period Income and Prior Period Expenditure. If vouchers have already been entered, scrutinize vouchers for first six months to identify and list prior period items (Balance Sheet items will not fall under this category). Prior Period Expenses will include salaries for March of the year previous to the year of change over, paid in April in the first year of change over. In the first year of change over, there will be a large number of prior period items.

## **3. Adjustments flowing out of bank reconciliation**

- Stale cheques
- Dishonored cheques
- Letters of Credit payments
- Interest
- Bank Charges
- Unlinked Credits
- Unlinked Debits

## **4. Compilation of Asset Accounts**

- Scrutiny of existing Registers of Assets
- Reclassifying them under conventional heads
- Gifted/Donated Assets
- Assets acquired out of funds of sponsored Projects
  - (a) Ownership with the organization
  - (b) Ownership retained by sponsors
- Assets procured under buy back arrangements
- Assets condemned/scrapped/sold
- Segregation of assets procured under 'Plan' and those under 'Non-Plan', 'EMF', Sponsored Projects:
  - (a) Where ownership vests in the organization
  - (b) Where ownership is retained by Sponsors/Donors
- Segregation of Capital Works-in-progress
- Year-wise Schedules under Conventional heads

- Depreciation
  - Method, Rates and Policy on additions during the year
  - Calculation systematically for 10 years at normal rates as per Accounting Policy
  - Calculation for all the years prior to 10 years, at ad hoc rates (multiple of normal rates)
  - Journal Entries for depreciation

**5. Setting-up Inventory Accounts**

Setting-up Inventory Accounts in respect of all inventory items including Stationery.

**6. Identifying Earmarked/Endowment funds**

Identifying Earmarked/Endowment funds and separating them from sponsored projects.

**7. Listing of investments (fund-wise)**

Listing of investments (fund-wise) against Earmarked funds and Endowment funds.

**8. Listing sponsored projects with opening balances**

Listing sponsored projects with opening balances.

**9. Separating Fellowships**

Separating Fellowships paid out of earmarked funds (i.e., JRF of UGC), Sponsored Fellowships & Scholarships, Scholarships paid out of income from Endowment Funds, and Scholarships paid out of organization's own funds (Separate schedules for each type of Fund).

**10. Unutilized grants carried forward**

Set-up unutilized grants carried forward on the opening date ( if they were treated as Income in the earlier years under the cash Accounting system) by considering the bank balance, short-term investments and advances paid out of grant funds. Ensure proper accounting of grants for:

- Revenue Expenditure
- Capital Expenditure
- Advances Paid
- Unutilized Grants

**11. Forwarding to the Actuary**

Forwarding to the Actuary, Statements in respect of:

- a. Employees on rolls as on 31<sup>st</sup> March, entitled to Pension, Gratuity and Leave encashment, showing Date of Birth, Date of Joining the organization, Monthly salary for Pension, Gratuity and Leave encashment and Balance leave at Credit ( Teaching staff/Scientific staff and non-teaching staff/Non-scientific staff separately as age of retirement is different)
- b. Employees on rolls as on 31<sup>st</sup> March entitled to Gratuity and Leave encashment, but not Pension (Governed by New Pension Schemes or CPF) showing Date of birth, Date of Joining the organization, Monthly salary for Gratuity and leave encashment, and the balanced leave at credit. (Teaching Staff/Scientific Staff and Non-teaching staff/Non-scientific staff separately as Age of retirements is different)
- c. Pensioners on rolls as on 31<sup>st</sup> March showing Date of birth, date of Retirements, Monthly Basic Pension, and DA (separately).

- d. Family Pensioners on rolls as on 31<sup>st</sup> March drawing Family Pension at Normal rates showing Date of Joining ( of employee) Date of Birth, Date of Death of the employee, Monthly Basic Pension and DA (separately)
- e. Family Pensioners on rolls as on 31<sup>st</sup> March drawing Family Pension at enhanced rates showing Date of Joining, Date of Birth, Date of Death of the employee, Monthly enhanced Pension and DA (separately) and Date of Stoppage of enhanced Family Pension.

Based on Actuarial Valuation for retirement benefits, setting up provisions.

In the first year of change over two valuations are required showing the liability at the commencement and at the end of the financial year of change over, to cover all the previous years and the financial year of change over, respectively.

## **12. Calculation of interest income accrued and due/accrued but not due**

Calculation of interest income accrued and due as well as income accrued but not due on all investments and term deposits in banks (including investments of Earmarked funds and endowment funds)

## **13. Calculation of Income accrued**

Calculation of Income accrued but not due on all interest bearing advances to employees for all previous years and for current year.

- Prior period income in respect of all previous years
- Current years income
- Principal paying
- Interest Paying

## **1. Setting up Outstanding Liability for expenses, assets and civil works and accrued income**

Setting up Outstanding Liability for expenses, assets and civil works and accrued income, at the end of the year, by collecting information from all departments including Accounts Department. Setting-up prepaid expenses. Test these by going through the transactions of two months of the next financial year. Liability in respect of assets and civil works to be credited to Sundry Creditors – Name of the Supplier/Contractor, by debit to the relevant Asset heads.

## **2. Closure of all imprest accounts as on 31<sup>st</sup> March**

Closure of all imprest accounts as on 31<sup>st</sup> March, booking expenditure out of imprest upto that date to final heads and exhibiting only the actually held cash balance as imprest. Recoupment bill for expenditure upto 31<sup>st</sup> March passed in April debited to imprest account thus restoring imprest to originally sanctioned level.

## **3. Significant Accounting Policies**

Draw up significant accounting policies

## **4. Ascertain claims/Liabilities**

Ascertain claims, disputed and pending resolution, suits filed against the organization, arbitration cases pending and letters of credit opened but not yet operated.

- Compile list of contingent liabilities
- Disclose in Notes to Accounts

**5. Capital Commitments**

Ascertain and compile list of capital commitments

- Works awarded
- Purchases orders issued for assets
- Works under construction
- Advances paid against these
- Disclose in Notes to Accounts

In the first year, there will be a large number of notes to describe the methodology adopted in several areas of accounting.

**6. Annual Accounts**

Annual Accounts in standard formats with about 25 Schedules.

**7. Separation**

Separation of GPF, CPF and New Pension Scheme Accounts from the main accounts.

**8. Identify and list**

Identify and list tasks in the second year, as a follow up of the accounting action in the first year of conversion

**Guidance Notes – Tasks in the Second and  
Subsequent years of change over to  
Accrual System**

# **GUIDANCE NOTES FOR THE SECOND AND SUBSEQUENT YEARS, AFTER CHANGE OVER TO THE ACCRUAL SYSTEM.**

## **1. Reversal of Accrual Entries in respect of Income**

### **Interest on terms deposit**

A number of Journal Entries would have been passed as on 31<sup>st</sup> March of the previous year to accrued income on investments in Term Deposits. The entries should be reversed as on 1<sup>st</sup> April. Interest actually received should be accounted for in the cash book crediting interest on investments.

## **2. Term Deposits – Cumulative**

There may be some Term Deposits where interest would be paid on cumulative basis on maturity i.e. compounded quarterly/half-yearly/yearly. In respect of these deposits, interest accrued but not due set-up in the first year of change over and shown under Current Assets, Loans & Advances should not be reversed.

In respect of such investments which mature in the second year, the interest component actually received should be credited to the head : Loans , Advances and Deposits. – Interest accrued but not due on other investments, in Term Deposits with Banks”, to the extent it was accrued as on 31<sup>st</sup> March of the first year of changover. The balance, if any, should be taken as interest income for the year, in which it matured.

In respect of such term(fixed) deposits which do not mature in the second year of change over but later, interest accrued but not due as on 31<sup>st</sup> March of first year of changeover should continue under the head : Loans, Advances & Deposits”. The interest accrued but not due for the second year should be calculated , and debited to the head “Loans, Advances and Deposits – interest accrued but not due on Investment in Term Deposits with Banks” by credit to Interest Income. This should be repeated till the year of maturity.

In the year of maturity, interest actually received, to the extent it was accrued in the previous year should be credited to the head “Loans, Advances and Deposits – Interest accrued but not due on investment”. The balance, if any, should be treated as interest income for the year in which it matured.

## **3. Accrual entries – Interest bearing advances to staff:**

- (a) Accrual entries are also passed in the Accounts in respect of long-term interest bearing advances to employees, crediting interest account (Prior Period Income in respect of all previous years upto first year of change over and interest income in respect of the year of change over) and debiting Loans, Advances and Deposits – Loans & Advances – Income accrued but not due on interest bearing advances to employees”. This entry should not be reversed. Interest actually recovered in respect of these in the second year and in subsequent years should be directly credited to the head Loans, Advances and Deposits – Income accrued but not due on interest bearing advances to employees”.



(b) Accrued interest for the second year of change over and subsequent years should be calculated in respect of all principal paying cases and a journal entry passed debiting "Loans, Advances and Deposits – Income accrued but not due on interest bearing advances to employees" and crediting Interest Income.

(c) In respect of employees who fully repaid the advances in the second year or subsequent years and started paying interest, interest should be accrued as in (b) above upto the month of repayment of the last instalment of the principal. The interest actually recovered in the second year and subsequent years should be credited to the head "Loans, Advances and Deposits – Interest accrued but not due on interest bearing advances to employees".

#### **4. Accrual entries – Income on investment of earmarked funds**

Accrual entries are also passed in respect of interest accrued but not due on investments of earmarked funds, crediting the respective funds (and not treated as income of the organization). These should also not be reversed. The interest so accrued in the first year of change over when realized in the second year should be credited to the head "Current Assets, Loans & Advances – Loans and Advances – Income accrued but not due on investment of Earmarked/Endowment Funds". Only interest, if any, realized in the second year in excess of the amount accrued in the first year, on such investments, should be added to the relevant fund, in the second year, along with the interest accrued for that year.

#### **5. Reversal of Accrual entries in respect of expenses**

##### **Journal entries for outstanding liability**

Journal entries are passed as on 31<sup>st</sup> March to provide for outstanding liability for expenses (Revenue) in respect of which bills received before that date are paid in April/May of next financial year. These entries may be reversed on 1<sup>st</sup> April to the corresponding expenditure heads, if the payments in the current year have not been debited to outstanding liability.

In respect however of Liability created for bills against supply of assets/or contractors bills for works, by debiting Asset heads/Capital Works in Progress, and crediting Sundry Creditors, the head Sundry Creditors should be debited as and when payments of such bills are made, as Asset heads which have already been debited and included as part of Fixed Assets in the Balance Sheet as on 31<sup>st</sup> March of the previous year, (and Depreciation also provided), cannot be credited.

#### **6. Journal entries of inventories**

Journal Entries are passed as on 31<sup>st</sup> March to set-up inventories, such as laboratory chemicals, consumables, building materials, stationery, etc. and postage on hand. These entries may be reversed on 1<sup>st</sup> April by debit to the corresponding expenditure heads.

## **7. Prior Period Income Application**

Any income (Revenue Income only) realized in a financial year which pertains to the earlier years but had not been treated as accrued income in the previous year should be classified under the head 'Prior Period Income'. This will not apply to interest on HBA/MCA in respect of which the procedure prescribed in Para 3 should be followed.

## **8. Prior Period Expenses Outstanding liability**

Outstanding liability for expenses provided on 31<sup>st</sup> March in the first year of change over in respect of bills outstanding for payment on that date, when discharged in the next or subsequent years do not constitute prior period expenses and should be dealt with as per Para 5

Those payments (Revenue expenditure only) made in the second year, pertaining to previous years, but in respect of which outstanding liability was not provided (because of cutoff date being followed) should be classified as Prior Period expenses, in the accounts of the second year of change over or in future. This is best done at the time of data entry of the paid vouchers during the year. Arrears of salary and pension in implementation of the Pay Commission's recommendations, should, however, be debited to the head Salaries/Pension and not classified as prior period expense, as these were not omissions to pay/mistakes in previous years, and were not due in the normal course in those years. Fixed Assets, acquired in the previous year(s), which are paid for in the Current year, have to be classified as Fixed Assets, and not as Prior Period expenses, as they are not Revenue expenses.

## **9. Retirement Benefits Liability**

Liability for Retirement Benefits, viz. Pension, Gratuity and Leave encashment, to eligible employees, would have been set-up for the first time in the accounts of the first year of change over on the basis of actuarial valuations as on 31<sup>st</sup> March of the previous year (to cover all the previous years) and as on 31<sup>st</sup> March of the first year of change over.

### **Actual Payments**

The actual payments of Pension, Gratuity and Leave Encashment in subsequent years will have to be debited to the respective Provision Accounts and not to the Income and Expenditure Account. It should be noted that in respect of Pension, Commuted Value of Pension, Gratuity and Leave encashment, the question of providing for any payment outstanding as on 31<sup>st</sup> March does not arise, as the total liability is already covered by the provision. There cannot be a liability over liability. However, liability towards bills for medical reimbursement to retired employees, Travel to Hometown on retirement, employer's contribution to New Pension Scheme, outstanding for payment on 31<sup>st</sup> March should be provided for.

### **Actuarial valuation**

Actuarial valuation has to be got done as on 31<sup>st</sup> March every year by sending the required data. Based on the valuation, provision has been made in the accounts by debit to the Income and Expenditure Account and Corresponding Credit to the provision for pension, provision for Gratuity and provision for Leave Encashment.

### **Closing balance**

If the calculation of the provisions have been made correctly, the closing balance of the provisions for Pension, provision for Gratuity and Leave Encashment in the Balance Sheet as on 31<sup>st</sup> March will agree with the liability on the date as per actuarial valuation.

### **10. Information to be obtained from Departments, Schools and Centres Circular's to be issued in March**

In the first week of March every year, letters should be issued to all the Departments, Schools and Centres requesting them to furnish information in respect of the following items, by 15<sup>th</sup> April of the next financial year:

#### **Review of all purchase orders**

Review of all purchase orders – List of all items supplied (Inventory, stationery and assets) before 31<sup>st</sup> March for which bills were received before that date but not paid as on 31<sup>st</sup> March; and separately bills not received from suppliers but supplies were received before 31<sup>st</sup> March, indicating the details of purchase orders for such items.

#### **Information on bills received**

All bills for telephone charges (including reimbursement of telephone expense to various employees), Reimbursement of Tuition fees, water charges and electricity charges, Repairs and Maintenance for which bills have been received but not paid as on 31<sup>st</sup> March.

#### **Salary details**

Gross salary, deductions made and net salary of regular employees(as per salary bill), daily wages, Muster roll payments, payments to contract employees, consultants etc. due for March and unpaid on 31<sup>st</sup> March.

#### **LIC Payments**

Payments received from LIC against Group Insurance Scheme claims, but held pending disbursement to the beneficiaries as on 31<sup>st</sup> March.

#### **Interest bearing advances**

Employee-wise schedules of all outstanding advances – Interest bearing as well as non-interest bearing as on 31<sup>st</sup> March.

### **Pre-paid expenses**

Pre-paid expenses against Insurance Premium, Annual Maintenance Contracts and any other items of expenditure where the benefit spills over to the next financial year, with full details of the payments made during the current financial year and the periods covered by such payments.

### **Closing stock**

Closing physical stock held as on 31<sup>st</sup> March of all inventory items such as chemicals, consumables, stationery, building material, store items and spare parts of machinery and equipment etc. indicating the values thereof wherever possible.

### **Income due and not received**

All items of income such as Rent for quarters, office premises, shops, Banks and Post Offices, Electricity charges, water charges due but not received/recovered as on 31<sup>st</sup> March.

### **Outstanding advances.**

List all outstanding advances as on 31<sup>st</sup> March to suppliers on Revenue Accounts, on Capital account and to contractors as mobilization advances, to CPWD and other construction agencies.

### **Closing cash balance – Imprest holders**

Closing cash balance actually held on 31<sup>st</sup> March out of the imprest sanctioned, Imprest holders should send recoupment bills for expenditure incurred out of imprest upto and including 31<sup>st</sup> March, and certifying the actual cash balance held.

### **Postage on hand**

Balance in Franking Machine and Postage stamps in hand as on 31<sup>st</sup> March.

### **Details of Books and Scientific Journals purchased/gifted assets/Buy-back arrangements.**

- (a) Details of Books and Scientific Journals purchased in the financial year by the Institute's main library (separate totals for Books and separate totals for Scientific Journals), with values, as per its accession Register.

Similar details by Department and Centres in respect of **Departmental libraries**.

- (b) Details and value of all **gifted/donated assets** including books received in the financial year.
- (c) Details of **Assets purchased** under the Buy-back/exchange Schemes.

#### **11. List of all Court cases/Arbitrations**

- (a) List of all Court cases against the Organization pending decision in courts as on 31<sup>st</sup> March.
- (b) List of all **arbitration cases pending** as on 31<sup>st</sup> March.

#### **12. Claims against the Institution by suppliers**

Claims against the Institution by suppliers, contractors & Municipality, and not accepted but contested by the organization as on 31<sup>st</sup> March (even if such cases have not gone to litigation).

#### **13. Letters of Credit**

List of all letters of credit established on or before 31<sup>st</sup> March but not yet operated by the beneficiary as on 31<sup>st</sup> March (to be supported by a Certificate from the Organization's Bank through which the L/C has been established).

#### **14. List of all commitments made**

List of all commitments made for capital expenditure i.e. total value of all the works awarded in the current financial year or earlier years, which are in progress (or work yet to start) on 31<sup>st</sup> March, less expenditure incurred and/or advances paid before 31<sup>st</sup> March and the balance commitments as on 31<sup>st</sup> March.

Similar list for all **purchase orders placed for acquisition of assets**, and pending for supply on 31<sup>st</sup> March less advances, if any, paid against such purchase orders.

#### **15. Assets acquired from sponsored project funds**

- (a) Full details of assets acquired out of sponsored project funds during the current financial year.
- (b) Out of (a) above, full details of assets where sponsor has stipulated a condition that the ownership in those assets vests in the sponsor.

#### **16. Government grants**

Details of Government grants received before 31<sup>st</sup> March but the cheques thereagainst received in April of next financial year with full details of the nature of grant, amount, date of sanction, date of receipts of cheques and date of deposit in Bank.

### 17. Work-in-progress (previous year)

List of works which were in progress as on 31<sup>st</sup> March of the previous financial year and were completed in all respects in the current financial year, with final completion cost as per books (value reconciled with the figures booked in the Accounts). To indicate also whether completion certificate has been obtained in all such cases or whether the Building has been occupied pending receipt of Completion Certificate.

### 18. Work-in-progress (current year)

List of all works-in-progress as on 31<sup>st</sup> March of the current financial year with details of expenditure as booked as on 31<sup>st</sup> March of previous financial year, expenditure during current financial year and closing balance as on 31<sup>st</sup> March of current financial year, (The value shall include advances adjusted and booked as expenditure during the year but shall not include advances paid and outstanding adjustment). The advance against each work pending adjustment shall be shown in a separate column.

### 19. Use of information obtained

After information is obtained from Departments, Schools and centers, it should be compiled and used:

- (a) for disclosures about **contingent liabilities** in the Notes to Accounts;
- (b) for disclosure of **assets held and used but not owned**, in the Notes to Accounts;
- (c) for passing Journal entries (after verification of information supplied with the accounts to make sure there is no double counting) for setting-up assets created from funds of Sponsored Projects (where ownership is with the Organization), gifted assets, for difference under Buy Back/Exchange Schemes between the gross value of the new asset and the actual payment made based on the value allowed by the supplier for the old asset and also accounting for Profit/Loss on sale of assets, by removal of the old asset;
- (d) for providing for **outstanding liabilities** for expenses & for assets;
- (e) for setting-up inventories, Postage on hand, etc. by credit to expenditure heads;
- (f) for setting-up pre-paid expenses by credit to expenditure heads;
- (g) for setting-up accrued Income;
- (h) for transferring Capital Works-in-progress completed during the year to Asset Accounts; and
- (i) for any other accounting action.

# **Master Chart of Heads of Account**

**Name of the Organisation**  
**Master Chart of Heads of Accounts**

**UNIVERSITY CAPITAL FUNDS**

*University Capital Fund*

**CORPUS FUND**

**Corpus - Registration/Affiliation/Enrolment**

*Corpus - Affiliation Fee*

*Corpus - Degree Verification/Migration/Transcript*

*Corpus - Enrolment Fee*

*Corpus - Registration Fee*

**Corpus - Revenue Expenditure**

*CORPUS - Books*

*CORPUS - Computers*

*Corpus - Financial Assistance*

*Corpus - Honorarium*

*CORPUS - Income Tax From Contractor*

*CORPUS - NAAC Expenditure/Reimbursement*

*Corpus - Revenue Expenditure*

*CORPUS - Sales Tax/DVAT/WCT From Contractor*

*Corpus-Teacher's Participation in India/Abroad*

*Corpus - Workshops/Programmes*

*Corpus Capital Fund*

*Corpus - Consultancy Fees*

*Corpus - Interest on Investments*

*Corpus - Interest on Saving A/C*

**EARMARKED / ENDOWMENT FUNDS**

**A D FUND**

**Aa. OPENING BALANCE ADF**

**Ab. ADDITIONS ADF**

*ADF - Grants in Aid*

*ADF - Sale of Adm. Forms/entrance Examination Fees*

*ADF - Sale of Question Papers*

**Ac. INCOME FROM INVESTMENTS ADF**

*ADF - Interest on Auto-Sweep Investment*

*ADF - Interest on Investment*

**Af. INTEREST ON SAVINGS A/C ADF**

*ADF - Interest on Savings A/c*

**Ag. OTHER ADDITIONS ADF**

*ADF - Interest Payment to CEEB*

*ADF - Other Additions*

**Ba. REVENUE EXPENDITURE ADF**

*ADF- Entrance Exam Exp.*

*ADF - Honorarium to Staff*

*ADF - Income Tax From Contractors*

*ADF-Receipt Against Cancellation of Stalled Cheques*

*ADF-Revenue Expenses*

*ADF - Sales Tax/DVAT/WCT From Contractors*

*ADF-TA/DA For Entrance Exam*

**Bb. CAPITAL EXPENDITURE ADF**

*ADF - Books*

*ADF - Computers & Accesories*

*ADF- Computer Software*



*ADF - Electrical Equipments*  
*ADF - Equipments*  
*ADF - Furniture*  
*ADF - Laboratory Equipments*  
*ADF - Small Value Assets*

**C G FUND**

**Aa. OPENING BALANCE CAHG**

*Centre for Applied Human Genetics Capital Fund*

**Ab. ADDITIONS CAHG**

*CAHG - Grant in Aids*

**Ac. INTEREST ON INVESTMENTS CAHG**

*CAHG - Interest on Investment*

**Af. INTEREST ON SAVINGS A/C CAHG**

*CAHG - Interest on Savings A/c*

**Ba. REVENUE EXPENDITURE CAHG**

*CAHG-Revenue Expenses*

**Bb. CAPITAL EXPENDITURE CAHG**

*CAHG - Books & Journals*

*CAHG - Equipments*

**CONVEYANCE FUND**

**Aa. OPENING BALANCE CONVEYANCE**

*Conveyance Fund*

**Ab. ADDITIONS CONVEYANCE**

**CONVEYANCE - REFUND OF ADVANCES**

*Conveyance - Refund of Car Advance*

*Conveyance - Refund of Computer Advance*

*Conveyance - Refund of Cycle Advance*

*Conveyance - Refund of Scooter Advance*

*Conveyance - Grant in Aids*

**Ac. INCOME FROM INVESTMENTS CONVEYANCE**

*Conveyance - Interest on Investments*

**Ae. ACCRUED INTEREST ON ADVANCES CONVEYANCE**

**CONVEYANCE - INTEREST RECEIVED ON ADVANCES**

*Conveyance - Interest on Advances*

*Conveyance - Interest Received on Advances*

*Conveyance - Interest Received on Car Advance*

*Conveyance - Interest Received on Cycle Advance*

*Conveyance - Interest Received on PC Advance*

*Conveyance - Interest Received on Scooter Advance*

**Af. INTEREST ON SAVINGS A/C CONVEYANCE**

*Conveyance - Interest on Savings A/c*

**Ba. REVENUE EXPENDITURE CONVEYANCE**

**CONVEYANCE - PAYMENT OF ADVANCES**

*Conveyance - Payment of Car Advance*

*Conveyance - Payment of Computer Advance*

*Conveyance - Payment of Cycle Advance*

*Conveyance - Payment of Scooter Advance*

*Conveyance - Revenue Expenditure*

**ENDOWMENT FUNDS**

**Aa. OPENING BALANCE END**

*Endowment Fund*

**Ab. ADDITIONS END**

*END - Grants in Aids*

**Ac. INCOME FROM INVESTMENTS END**

*END - Interest on Endowment Overhead Investments*

*END - Interest on Investments*

**Af. INTEREST ON SAVINGS A/C END**

*END - Interest on Saving A/c*

**Ba. REVENUE EXPENDITURE END**

*END - Revenue Expenditure*

*END-SEMINAR/WORKSHOP*

**Bb. CAPITAL EXPENDITURE END**

*END - Books*

*END - Equipments*

*END - Furniture*

**E.L FUND**

**Aa. OPENING BALANCE EXIM**

**Ab. ADDITIONS EXIM**

**Ac. INCOME FROM INVESTMENTS EXIM**

*Interest on Investment*

**Af. INTEREST ON SAVINGS EXIM**

*Interest on Savings A/c*

**Ba. REVENUE EXPENDITURE EXIM**

*Revenue Expenses*

**Bb. CAPITAL EXPENDITURE EXIM**

*Books & Journals*

**HOUSE BUILDING ADVANCE FUND**

**Aa. OPENING BALANCE HBA**

*House Building Advance Fund*

**Ab. ADDITIONS HBA**

*HBA - Grant in Aids*

*HBA - Refund of Advances*

**Ac. INCOME FROM INVESTMENTS HBA**

*HBA - Interest on Investment*

**Ae. ACCRUED INTEREST HBA**

*HBA - Interest on Advances*

**Af. INTEREST ON SAVINGS A/C HBA**

*HBA - Interest on Savings A/c*

**Ba. REVENUE EXPENDITURE HBA**

*HBA - Payment of Advance*

*HBA - Revenue Expenditure*

**N F FUND**

**Aa. OPENING BALANCE NIPPON**

**Ab. ADDITIONS NIPPON**

*Grant in Aids*

**Ac. INCOME FROM INVESTMENTS NIPPON**

*Interest on Investment*

**Af. INTEREST ON SAVINGS A/C NIPPON**

*Interest on Savings A/c*

**Ba. REVENUE EXPENDITURE NIPPON**

*Revenue Expenses*

**R G N FUND**

**Aa. OPENING BALANCE RGNF**

**Ab. ADDITIONS RGNF**

*RGNF - Grant in Aids*

**Ac. INCOME FROM INVESTMENTS RGNF**

*RGNF - Interest on Investments*

**Af. INTEREST ON SAVINGS A/C RGNF**

*RGNF - Interest on Savings Bank A/c*

**Ba. REVENUE EXPENDITURE RGNF**

*RGNF - Revenue Expenditure - Contingency*

*RGNF - Revenue Expenditure - Fellowship*

**UGC JRF FUND**

**Aa. OPENING BALANCE UGC JRF**

*UGC JRF Fund*

**Ab. ADDITIONS UGC JRF**

*UGC JRF - Grant-in-Aid*

**Ac. INCOME FROM INVESTMENTS UGC JRF**

*UGC JRF-Interest on Investment*

**Af. INTEREST ON SAVINGS A/C UGC JRF**

*UGC JRF - Interest on Savings*

**Ba. REVENUE EXPENDITURE UGC JRF**

*UGC -JRF Fellowship (UGC) Revenue Expenses*

**CURRENT LIABILITIES**

**DEPOSIT CURRENT LIABILITIES**

*Deposit - Seminar/CESP/SSS*

*Deposit - Academic Staff College Contributions*

*Deposit-Alumni Association Fund*

*Deposit-CGHS Recovery*

*Deposit - Const of Overhead Tank*

*Deposit-Conveyance Advance Recovery*

*Deposit- CSRD/SSS Conference ASA-12*

*Deposit - Deposit Account Balances*

*Deposit-Earnest Money Deposits*

*DEPOSIT GRANT FROM SAIL*

*Deposit-Group Insurance Claims From LIC*

*Deposit-Group Insurance Subscription*

*Deposit - HBA Recovery*

*Deposit-Income Tax Recovery*

*Deposit-Library Deposits*

*Deposit = Library Membership Fee*

*Deposit - Library Seminar*

*Deposit-LIC Recovery*

*Deposit-LLC/ARC Building*

*Deposit-Maintenance of SLS Lab*

*Deposit - Mobilization Advances*

*Deposit - NPS Contribution*

*Deposit - ONGC Alumni Affairs*

*Deposit-P F Recovery*

*Deposit-PM National Relief Fund*

*Deposit-Registration Fees*

*Deposit-Reserve Fund*

*Deposit - Salary Deposits*

*Deposit-SBI & Revenue Expenditure*

*Deposit-Security Deposits*

*Deposit - Security Deposits (Staff)*

*Deposit - SF Extra Curricular Activities*

*Deposit - SF Hostel Security*  
*Deposit - SF Interest Earned on Savings*  
*Deposit - SF Library Deposit*  
*Deposit - SF Students' Security Deposit*  
*DEPOSIT- SLS Seminar*  
*Deposit-Students' Aid Fund*  
*Deposit-Students Fund*  
*Deposit-VC Discretionary Fund*  
*Deposit-Yamuna Hostel Building*  
*Deposit-Yoga Centre Fees*

**(NON PLAN) MAINTENANCE CURRENT LIABILITIES**

**EXPENSES PAYABLE**

*Outstanding Academic Expenses*  
*Outstanding Administrative Expenses*  
*Outstanding Establishment Expenses*  
*Outstanding Repair & Maintenance Expenses*

**INCOME RECEIVED IN ADVANCE**

*Fees From Students Received in Advance*

**OTHER CURRENT LIABILITIES**

*Bank Charges Payable*  
*Benevolent Fund*  
*Car Advance Recovery*  
*Computer Advance Recovery*  
*Coop Society Recovery*  
*Coop Society Recovery (Old)*  
*Court Attachment Recovery*  
*Court Attachment Recovery (Old)*  
*Court Order Recovery (Old)*  
*CPF Contribution Payable*  
*CTD Recovery*  
*Cycle Advance Recovery*  
*DVAT/WCT/SALES TAX Recovery From Contractors*  
*Faculty Club Recovery*  
*Group Insurance Recovery*  
*Group Insurance Recovery (Old)*  
*HBA Recovery*  
*Income Tax From Professionals*  
*Income Tax From Staff*  
*Income Tax From Staff (Old)*  
*Income Tax Recovery From Contractors*  
*JNUOA Recovery*  
*JNUOA Recovery (Old)*  
*JNUSA Recovery*  
*JNUTA Recovery*  
*Labour Cess Payable*  
*Lease Rent Recovery*  
*LIC Recoveries (Old)*  
*LIC Recovery*  
*Misc Recoveries Old*  
*NPS Contribution Payable to CRA*  
*NPS Contribution Payable to Tier I*  
*NPS Final Payment Payable*  
*NPS Tier II Recovery*

*NPS Tier I Recovery*  
*Old CGHS Contribution*  
*Other Current Liabilities (OCL)*  
*PF Recovery*  
*PF Recovery (Old)*  
*PM National Relief Fund Recovery*  
*Remittances to Other Deptt.*  
*Remittances to Other Deptt. (Old)*  
*RGIS Arrear*  
*Salary Payable*  
*Salary Payable (Old)*  
*Scooter Advance Recovery*  
*Service Tax Paid*  
*Service Tax Payable*  
*Service Tax Received*  
*Special Honorarium*  
*Teachers Welfare Fund Recovery (Old)*  
*Teachers Wel Fund Recovery*  
*Tuition Fees Received in Advance*  
*VC Disc. Fund Recovery*

**OUTSTANDING LIABILITIES FOR EXPENSES (OSL)**

**OSL DEVELOPMENT PLAN**

- 1. OSL ESTABLISHMENT PLAN**
- 2. OSL ACADEMIC PLAN**
- 3. OSL ADMINISTRATIVE PLAN**
- 4. OSL REPAIRS & MAINTENANCE PLAN**

**OSL MAINTENANCE**

- 1. OSL ESTABLISHMENT EXP**
- 2. OSL ACADEMIC EXP**
- 3. OSL ADMINISTRATIVE EXP**
- 4. OSL REPAIRS & MAINTENANCE EXP**

**PLAN CURRENT LIABILITIES**

**OTHER CURRENT LIABILITIES PLAN**

*Campus Development Fund Plan*  
*Car Advance Recovery Plan*  
*CGHS Recovery Plan*  
*Computer Advance Recovery Plan*  
*Conservancy Recovery Plan*  
*Court Attachment Recovery Plan*  
*CTD Recovery Plan*  
*Cycle Advance Recovery Plan*  
*Deductions Plan*  
*DVAT/WCT/SALES TAX Recovery From Contractors PLAN*  
*Electricity Charges Recovery Plan*  
*Faculty Club Recovery Plan*  
*Festival Advance Recovery Plan*  
*Group Insurance Recovery Plan*  
*HBA Recovery Plan*  
*House Rent Recovery Plan*  
*Income Tax From Contractors Plan*  
*Income Tax From Staff Plan*  
*JNUOA Recovery Plan*

*JNUSA Recovery Plan*  
*JNUTA Recovery Plan*  
*Labour Cess Payable Plan*  
*LIC Recovery Plan*  
*Misc Recoveries Plan Old*  
*NPS Tier II Recovery Plan*  
*NPS Tier-I Payable to CRA Plan*  
*NPS Tier I Recovery Plan*  
*Other Remittance Plan*  
*PF Recovery Plan*  
*PM National Relief Fund Plan*  
*Remittances to Other Departments Plan*  
*Rent From Staff Quarters Plan*  
*Rent Recovery for Leased Accomodation Plan*  
*RGIS Arrear Plan*  
*Salary Payable Plan*  
*Scooter Advance Recovery Plan*  
*Special Honorarium Plan*  
*Teachers Wel Fund Recovery Plan*  
*Transfers Pending to Other Funds Plan*  
*VC Disc. Fund Recovery Plan*  
*Water Charges Recovery Plan*

**PROVISIONS**

**PROVISION FOR RETIREMENT BENEFITS**

*Provision for Gratuity*  
*Provision for Leave Encashment*  
*Provision for Pension/ C.V. of Pension*

**RECIPTS AGAINST SPONSORED PROJECTS**

**SPONSORED PROJECT RECEIPTS**

*SP-Grants in Aids*  
*SP-Interest on Investments*  
*SP-Interest on Savings*  
*SP-Overhead Charges - Income*  
*SP-Seminars/Workshops-Income*

**SPONSORED PROJECT EXPENSES**

*SP Consumables*  
*SP-Interest of Deposit in EMF A/c*  
*SP Man Power*  
*SP Other Expenditure*  
*SP Overhead Expenses*  
*SP- SEMINAR WORKSHOP*  
*SP Seminar / Workshops*  
*SP-Temp Transfer to Maint. A/c*  
*SP Travel*

**SPONSORED PROJECT FIXED ASSETS**

*SP - Books*  
*SP-Computers& Peripherals*  
*SP - Furniture*  
*SP - General Equipments*  
*SP - Scientific & Laboratory Equipment*

**Sundry Creditors**

*SC-Sundry Creditors Maintenance*  
*SC-Sundry Creditors Plan*

**UGC Sponsored Fellowship/Scholarships**

**SPONSORED FELLOWSHIP EXPENSES**

*SFI - Revenue Exp (SFIRE)*

*SF-Revenue Expe*

**SPONSORED FELLOWSHIP RECEIPTS**

*SF - Grant in Aids*

*SFI - Grant in Aids*

*SFI - Interest on Investments*

*SFI - Interest on Savings A/c*

*SF - Interest on Investments*

*SF - Interest on Saving A/c*

**UNUTILIZED GRANTS**

**NON-PLAN UNUTILIZED GRANTS**

**A. UGC GRANTS**

*UGC Capital Grants*

*UGC Revenue Grants*

**B. GOVERNMENT OF INDIA**

*Govt. Capital Grants*

*Govt. Revenue Grants*

**C. STATE GOVERNMENT**

*State Govt. Capital Grants*

*State Govt. Revenue Grants*

**PLAN UNUTILIZED GRANTS**

**A. UGC GRANTS PLAN**

*UGC Capital Grants Plan*

*UGCPF - Grant in Aids Fellowship Plan*

*UGC Revenue Grants Plan*

*Unutilized Grants (Plan)*

**B. GOVERNMENT OF INDIA GRANTS PLAN**

*GOI Capital Grants Plan*

*GOI Revenue Grants Plan*

*Unutilized Grants (GOI) Plan*

**C. STATE GOVERNMENT GRANTS PLAN**

*State Govt Capital Grants Plan*

*State Govt Revenue Grants Plan*

**D. DBT GRANTS PLAN**

*DBT Capital Grants Plan*

*DBT Revenue Grants Plan*

*Unutilized Grants (DBT)*

**(NON - PLAN) MAINTENANCE FIXED ASSETS**

**01. LAND**

*Culverts*

*Land*

**02. SITE DEVELOPMENT**

*Construction of Cycle Track*

*Construction of Footpath*

*Construction of Platform Path*

*Development of Site*

**03. BUILDINGS**

*Auditorium*

*Boundry Wall*

*Construction of ATM*

*Guest House Buildings*

*Hostel Buildings*

*Laboratory Buildings*

*Office Buildings*

*Other Buildings*

*Residential Buildings*

*School Buildings*

**04. ROADS & BRIDGES**

*Bridges*

*Roads*

**05. TUBEWELLS & WATER SUPPLY**

*Overhead Water Tanks*

*Tube Wells*

*Under Ground Water Tanks*

*Water Filters (Aquaguard)*

*Water Pumps*

*Water Sprinklers*

*Water Supply Distribution Mains*

*Water Supply Valves, Regulators & Tapes*

*Water Tanks*

**06. SEWERAGE & DRAINAGE**

*Sewerage & Drainage*

**07. ELECTRICAL INSTALLATION & EQUIPMENTS**

*Air Conditioners*

*Batteries*

*Ceiling Fans*

*Desert Coolers*

*Dish Antenna*

*Drier*

*Electrical Fittings*

*Electrical Installation & Equipments*

*Electric Motors*

*Exhaust Fans*

*Food Processors*

*Generators*

*Heaters*

*Hot Cases*

*Internet Modem*

*Internet Towers*

*Invertors*

*Lawn Movers*

*Lifts*

*Microwaves*

*Padestal Fans*

*Refrigerators*

*Room Heaters*

*Shredding Machine*

*Substations*

*Switchyards*

*Table Fans*

*Transformers*

*Underground Cables*

*Vaccum Cleaners*

*Voltage Stabilisers*



*Washing Machines*

*Water Coolers*

*Water Geysers*

**08. PLANT & MACHINERY**

*Air Conditioning Plants*

*Chlorination Plants*

*Concrete Mixers*

*Effluent Treatment Plants*

*Engine Mounted Fire Fighting Trolley*

*Fire Alarm Systems*

*Foot Sprayer*

*Fumaces*

*Plant & Machinery*

*Printing Press*

*Road Rollers*

*Sewage Plants*

*Solar Water Heating System*

*Water Purification Plants*

*Weighing Machines*

*Workshop Machine*

**09. SCIENTIFIC & LABORATORY EQUIPMENT**

*Aquarium / Glasses / Poly Houses*

*Deep Freezers*

*Electronic Digital Balance*

*Gauges*

*Indirect Ophthalmoscope*

*Laboratory Equipments*

*Laboratory Furniture*

*Magnetic Stirrer*

*Microscopes*

*Nidek Autorefractometer*

*Real Time Machine*

*Sartorius Basic Meter*

*Scientific Instruments*

*Scientific & Laboratory Equipments*

*Sports Equipments*

**10. OFFICE EQUIPMENT**

*Access Control System*

*Automated Gate*

*Braille Shorthand Machine*

*Briefcases/Suitcases*

*Cash Safe*

*Close Circuit Camera Security System*

*Desktop Calculators*

*Dictaphones*

*Duplicators*

*EPABX*

*Fax Machines*

*Fire Extinguishers*

*Franking Machines*

*Intercom*

*Mobile Phones*

*Office Equipments*

*Paper Shredder*

*Photocopiers*  
*Pocket Calculators*  
*Telephone System*  
*Typewriters - Electronics*  
*Typewriters - Manual*  
*Vending Machine (Tea/Coffee)*  
*Walkie Talkie*

#### **11. AUDIO VISUAL EQUIPMENT**

*Audio Recorders*  
*Audio Visual Equipments*  
*Camera*  
*Interactive Board*  
*LCD Projectors*  
*Microphone*  
*Movie Projectors*  
*Music Systems*  
*Overhead Projectors*  
*Public Address Systems*  
*Slide Projectors*  
*Slide Viewers*  
*Smart Class*  
*Television Set*  
*Touch Screen*  
*VCD / DVD Players*  
*VCRs*

#### **12. COMPUTERS & ACCESSORIES**

*Computer & Accessories*  
*Computer Modems*  
*Computers*  
*Digital Camera*  
*Internet Equipment*  
*Pen Drive*  
*Printers*  
*Scanners*  
*Servers*  
*Think Centre / Lap Tops*  
*UPS*  
*Web Cams*  
*Work Stations*

#### **13. FURNITURE, FIXTURES & FITTINGS**

*Almirahs*  
*Aluminium Doors & Windows*  
*Beds*  
*Benches*  
*Book Cases*  
*Cabinets*  
*Carpets*  
*Cash Box*  
*Chairs*  
*Chalk Boards*  
*Cupboard*  
*Desk Acrylic*  
*Doors*

*Filing Cabinets*  
*Furniture, Fixtures & Fittings*  
*Guard Cabins*  
*Gym Equipments*  
*Kitchen Appliances*  
*Ladders*  
*Light Fittings*  
*Lockers*  
*Mail/Letter Box*  
*Mattresses*  
*Newspaper Stand*  
*Notice Boards*  
*Partition Wooden / Aluminium*  
*Podium*  
*Porta Cabins*  
*Racks*  
*Racks - SVA*  
*Scrylic Shutters*  
*Side Racks*  
*Sign Board*  
*Slanting Writing Pad*  
*Sofas*  
*Stools*  
*Storage Racks*  
*Tables*  
*TV Trolleys*  
*Venetian Blinds*  
*Wall Clocks*  
*Wall-Mounted Shelves*  
*Wheel Chairs*  
*White/Green/Black Board*  
*Window Blinds*

#### **14. VEHICLES**

*Buses*  
*Cycles*  
*Handicapped Chairs*  
*Jeeps*  
*Mini Buses*  
*Mini Trucks*  
*Mopeds*  
*Motor Cars*  
*Motor Cycles*  
*Station Wagons*  
*Three Wheelers*  
*Tractor*  
*Trailers*  
*Trolleys*  
*Trucks*  
*Vehicles*  
*Vehicle Search Trolley Mirror*

#### **15. LIBRARY BOOKS & SCIENTIFIC JOURNALS**

*Library Books*  
*Library Books & Scientific Journals*  
*Scientific Journals*

## 16. MISCELLANEOUS EQUIPMENTS

*Other Assets*

## 17. Capital Work in Progress

*Additional Toilets*  
*Cafeteria Building*  
*Condemnation of AC Plants at Library*  
*Construction Of 4th Hostel Building in JNU*  
*CWIP-Others*  
*Electrical Installation CWIP*  
*Overhead Tank*  
*Renovation Of Class Room*  
*Renovation of Library Building*  
*Renovation of Staff Quarters*  
*Replacement of Old Lifts*  
*Shifting of Substations*  
*Shops Near Tapti Hostel*  
*Shops Near Tapti Hostel -Block-II*  
*Yamuna Hostel Building*

## SMALL VALUE ASSETS

*Almirahs- SVA*  
*Book Cases-SVA*  
*Chairs -SVA*  
*Computer & Accessories -SVA*  
*Desktop Calculators -SVA*  
*Electrical Equipment SVA*  
*Electric Fittings SVA*  
*Electric Kettle SVA*  
*Exhaust Fan SVA*  
*Fans-SVA*  
*Furniture SVA*  
*Heaters SVA*  
*Hot Case- SVA*  
*Induction Cooktop SVA*  
*Internet Modem- SVA*  
*Inverter- SVA*  
*Laboratory Equipment-SVA*  
*Notice Board- SVA*  
*Pen Drive- SVA*  
*Slanting Writing Pad-SVA*  
*Steel Box SVA*  
*Stools SVA*  
*Table Lamps - SVA*  
*Tables- SVA*  
*Telephone System SVA*  
*Wall Clock- SVA*  
*Web Cam SVA*  
*Wooden Boxes-SVA*

## PLAN FIXED ASSETS

### 01. LAND PLAN

*Culverts Plan*  
*Land Plan*

## **02. SITE DEVELOPMENT PLAN**

*Construction of Cycle Track Plan*  
*Construction of Footpath Plan*  
*Construction of Garbage Platform Plan*  
*Construction of Platform Path Plan*  
*Development of Campus/Roads Plan*  
*Development of Site Plan*

## **03. BUILDINGS PLAN**

*Additional Toilets Plan*  
*Auditorium Buildings Plan*  
*Boundry Wall Plan*  
*Buildings Plan*  
*Construction of Mezzanine Floor at CHS -Plan*  
**CONVENTION CENTRE PLAN**  
*Guest House Buildings Plan*  
*Hostal Buildings Plan*  
*JLN Statue Plan*  
*Koyna Hostel Plan*  
*Laboratory Buildings Plan*  
*Office Buildings Plan*  
*Other Buildings Plan*  
*Pump House Plan*  
*Resedential Buildings Plan*  
*Sanskrit Centre Building Plan*  
*Schools Buildings Plan*  
*Students Boys & Girls Hostel for STs Plan*

## **04. ROADS & BRIDGES PLAN**

*Bridges Plan*  
*Roads Plan*

## **05. TUBEWELLS & WATER SUPPLY PLAN**

*Augmentation of Water Supply in Campus Plan*  
*Overhead Water Tanks Plan*  
*Pumping Plant Plan*  
*Tube Wells Plan*  
*Underground Water Tanks Plan*  
*Water Filters Plan*  
*Water Pumps Plan*  
*Water Sprinklers Plan*  
*Water Supply Distribution Mains Plan*  
*Water Supply Valves, Regulators & Tapes Plan*  
*Water Tanks Plan*

## **06. SEWERAGE & DRAINAGE PLAN**

*Sewerage & Drainage Plan*

## **07. ELECTRICAL INSTALLATION & EQUIPMENTS PLAN**

*Air Conditioners Plan*  
*Ceiling Fans Plan*  
*Desert Coolers Plan*  
*Dish Antenna Plan*  
*Electrical Fittings Plan*  
*Electrical Installation & Fittings Plan*  
*Electric Kettle Plan*  
*Electric Motors Plan*  
**EXHAUST FAN PLAN**  
*Food Processors Plan*

*Generators Plan*  
*Heaters Plan*  
*Hot Cases Plan*  
*Internet Towers Plan*  
*Invertors Plan*  
*Lawn Movers Plan*  
*Lifts Plan*  
*Microwaves Plan*  
*Pedestal Fans Plan*  
*Refrigerators Plan*  
*Substations Plan*  
*Switchyards Plan*  
*Table Fans Plan*  
*Table Lamps Plan*  
*Transformers Plan*  
*Underground Cables Plan*  
*Vaccum Cleaners Plan*  
*Voltage Stablisers Plan*  
*Washing Machines Plan*  
*Water Coolers Plan*  
*Water Gysers Plan*

**08. PLANT & MACHINERY PLAN**

*Air Conditioning Plants Plan*  
*Chlorination Plants Plan*  
*Concrete Mixers Plan*  
*Effluent Treatment Plants Plan*  
*Engine Mounted Fire Fighting Trolley Plan*  
*Fire Alarm Systems Plan*  
*Fool Sprayer Plan*  
*Fumances Plan*  
*Plant & Machinery Plan*  
*Printing Press Plan*  
*Road Rollers Plan*  
*Scrubbing Machine Plan*  
*Sewage Plants Plan*  
*Solar Water Heating System Plan*  
*Water Purification Plant Plan*  
*Weighing Machines Plan*  
*Workshop Machines Plan*

**09. SCIENTIFIC & LABORATORY EQUIPMENT PLAN**

*Aquarium/Glass House/Poly House Plan*  
*Auto Refractometer Plan*  
*Deep Freezers Plan*  
*ECG Machine Plan*  
*Gauges Plan*  
*Indirect Ophthalmoscope Plan*  
*Laboratory Equipments Plan*  
*Magnetic Stirrer Plan*  
*Medical Equipments Plan*  
*Microscopes Plan*  
*Real Time Machine Plan*  
*Scientific Instruments Plan*  
*Sports Equipments Plan*

## **10. OFFICE EQUIPMENT PLAN**

*Access Control System Plan*  
*Automated Gate Plan*  
*Cash Safe Plan*  
*Close Circuit Camera Security System Plan*  
*Desktop Calculators Plan*  
*Dictaphone Plan*  
*Duplicators Plan*  
*EPABX Plan*  
*Fax Machines Plan*  
*Fire Extinguishers Plan*  
*Franking Machines Plan*  
*Intercom Plan*  
*Mobile Phones Plan*  
*Paper Shredder Plan*  
*Photocopiers Plan*  
*Telephone Systems Plan*  
*Typewriters - Electronics Plan*  
*Typewriters - Manual Plan*  
*Vending Machine (Tea/Coffee) Plan*  
*Walkie Talkie Plan*

## **11. AUDIO VISUAL EQUIPMENT PLAN**

*Audio Recorders Plan*  
*Audio Visual Equipments Plan*  
*Camcorder Plan*  
*Camera Plan*  
*Interactive Board Plan*  
*LCD Projectors Plan*  
*Microphone Plan*  
*Movie Projectors Plan*  
*Musical Instruments Plan*  
*Music Systems Plan*  
*Overhead Projectors Plan*  
*Public Address Systems Plan*  
*Slide Projectors Plan*  
*Slide Viewers Plan*  
*Smart Class Plan*  
*Television Set Plan*  
*Touch Screen Plan*  
*VCD/DVD Players Plan*  
*VCRs Plan*

## **12. COMPUTERS & ACCESSORIES PLAN**

*Computer Accessories -Plan*  
*Computer Modems Plan*  
*Computers Plan*  
*Internet Modem Plan*  
*Internet/Wi-Fi Equipment-Plan*  
*Pendrive/External HDD Plan*  
*Pendrive Plan*  
*Printers Plan*  
*Scanners Plan*  
*Servers Plan*  
*Think Centre / Laptop Plan*

*UPS Plan*  
*Web Cam Plan*  
*Work Stations Plan*

### **13. FURNITURE, FIXTURES & FITTINGS PLAN**

*Almirahs Plan*  
*Aluminium Doors & Windows-Plan*  
*Beds Plan*  
*Benches Plan*  
*Book Cases Plan*  
*Broadband Expansion Unit Plan*  
*Cabinets Plan*  
*Carpets Plan*  
*Chairs Plan*  
*Chalk Boards Plan*  
*Conference Table Plan*  
*Cupboard-Plan*  
*Doors Plan*  
*Doors/ Rolling Shutters Plan*  
*Filing Cabinets Plan*  
*Furniture, Fixtures & Fittings-Plan*  
*Guard Cabins Plan*  
*Key Hang Box Plan*  
*Kitchen Appliances Plan*  
*Ladders Plan*  
*Lockers Plan*  
*Mai/Letter Box Plan*  
*Mattresses Plan*  
*Modular Furniture Plan*  
*Notice Boards Plan*  
*Partition Wooden/Aluminium Plan*  
*Podium Plan*  
*Porta Cabins Plan*  
*Scrylic Shutters Plan*  
*Side Racks Plan*  
*Sign Board Plan*  
*Sofas Plan*  
*Stools Plan*  
*Storage Racks Plan*  
*Tables Plan*  
*TV Trolleys/Wooden Trolley Plan*  
*Venetian Blinds- Plan*  
*Wall Clocks Plan*  
*Wall-Mounted Shelves PLAN*  
*Wheel Chairs Plan*  
*White/green/black Board Plan*  
*Window Blinds Plan*

### **14. VEHICLES PLAN**

*Buses Plan*  
*Cycles Plan*  
*Handicapped Chairs Plan*  
*Jeeps Plan*  
*Mini Trucks Plan*  
*Mopeds Plan*



*Motor Cars Plan*  
*Motor Cycles Plan*  
*Station Wagons Plan*  
*Three Wheelers Plan*  
*Tractor Plan*  
*Trailers Plan*  
*Trolleys Plan*

**15. LIBRARY BOOKS & SCIENTIFIC JOURNALS PLAN**

*E-Journals Plan*  
*Journals & Periodicals Plan*  
*Library Books Plan*  
*Scientific Journals Plan*

**17. CAPITAL WORK IN PROGRESS PLAN**

*Academic Staff College Plan*  
*Animal House Extension Plan*  
*Archives Centre Plan*  
*Boys & Girls Hostel for SCs Plan*  
*Boys & Girls Hostel for STs Plan*  
*CBT Extension Plan*  
*Centre for Law & Governance Plan*  
*Centre for Molecular Medicine Plan*  
*Construction of Badminton Courts Plan*  
*Construction of Koyna Hostel Plan*  
*Construction of Lecture Theatre Complex Plan*  
*Construction of New Hostel Building Plan*  
*Construction of North East Hostel Plan*  
*CWIP - Others Plan*  
*Expansion of SCMM Plan*  
*Extension of Health Centre Plan*  
*Hostel for NE Region Students Plan*  
*Language Lab Building Plan*  
*Renovation of AIF Plan*  
*Renovation of Aravali Int Guest House Plan*  
*Renovation of Class Rooms Plan*  
*Renovation of CPMB Building Plan*  
*Renovation of Electric Power Distribution Plan*  
*Renovation of JNIAS Building Plan*  
*Renovation of Library Building Plan*  
**RENOVATION OF MESS/PANTRY HOSTELS PLAN**  
*Renovation of Staff Quarters Plan*  
*Renovation of Toilets in Hostels Plan*  
*School of Arts & Aesthetics Plan*  
*School of Physical Sciences Extension Plan*  
*Science Centre Plan*  
*Setting Up of Data Centre in JNU Plan*  
*Street Lighting in Academic Complex Plan*  
*Upgradation of Electric Substation Plan*  
*Working Women Hostel Plan*

**SMALL VALUE ASSETS- PLAN**

*Audio Visual Equipments SVA Plan*  
*Beds SVA Plan*  
*Chairs - SVA - Plan*  
*Computer Accessories - SVA Plan*

*Desktop Calculator-SVA-Plan*  
*Electrical Equipment - SVA-Plan*  
*Electric Kettle - SVA Plan*  
*Foot Rest-SVA-Plan*  
*Heaters SVA Plan*  
*Internet Modem SVA Plan*  
*Notice Boards -SVA-Plan*  
*Pen Drive- SVA-Plan*  
*Stanting Writing Pad-SVA-Plan*  
*Stools SVA Plan*  
*Table Lamps-SVA-Plan*  
*Tables - SVA - Plan*

*Fixed Assets Depreciation*

**Fixed Assets**

**FIXED ASSETS- OTHERS**

*Computers - Others*  
*Electrical Equipments - Others*  
*Furniture- Others*  
*Laboratory Equipments- Others*  
*Library Books- Others*  
**SMALL VALUE ASSETS OTHERS**

**INTANGIBLE ASSETS**

*Computer Software - Plan*  
*Computer Software - Non Plan*  
*E Journals - Plan*  
*E Journals - Non Plan*  
*Patents and Copyrights (Patents Granted)*  
*Patents Pending Non Plan*  
*Patents Pending Plan*

**INVESTMENTS**

**CORPUS FUND INVESTMENTS**

*Corpus - Auto Sweep Investments*  
*Corpus Fund Investments*

**EARMARKED FUND INVESTMENTS**

*ADF - Auto Sweep Investment*  
*ADF - Investments*  
*CAHG - Investments*  
*Conveyance Auto Sweep Investment*  
*Conveyance - Investments*  
*DST GEU- Investments*  
*E B L - Investments*  
*HBA- Auto Sweep Investment*  
*HBA - Investments*  
*Nippon - Investments*  
*RGNF - Investments*  
*RGNF-Short Term Deposit (Auto Sweep)*  
*UGC JRF - Investments*

**ENDOWMENT FUND INVESTMENTS**

*.....Endowment Investments*  
*.....Endowment Investments*  
*.....Endowment Investments*  
*.....Endowment Investments*  
*.....Endowment Investments*

**Current Assets**

**IMPREST MAINTENANCE (Non Plan)**

All Imprest holders listed below

**IMPREST PLAN**

*Imprest - Coordinator,*

*Imprest - Coordinator,*

**POSTAGE ON HAND**

**BANK ACCOUNTS**

All Bank Accounts listed below

**CASH-IN-HAND**

**CASH CORPUS**

*Cash Corpus A/c*

**CASH DEPOSIT**

*Cash Deposit A/c*

*Cash Students A/c*

*Cash Students Aid Fund A/c*

**CASH EARMARKED FUND**

*Cash A D Fund*

*Cash Conveyance Fund*

*Cash - HBA Fund*

*Cash Sponsored Fellowship*

*Cash Sponsored Fellowship - Indian*

*Cash- UGC RGN Fellowship*

**CASH MAINTENANCE**

*AFO (Cash)*

*Cash Guest House A/c*

*Cash Scholarship A/c*

*Cash UGC Maintenance A/C*

*Cash University Receipts A/c*

**CASH PLAN**

*Cash CEEB A/c*

*Cash- IDF*

*Cash Plan A/c*

*Cash-UGC Plan Fellowship*

**Term Deposits with Banks**

**ADVANCES**

Advances to officials Listed, designation wise

**(NON - PLAN) MAINTENANCE ADVANCES**

**A. ADVANCE CAPITAL A/C - CIVIL WORKS**

**B. ADVANCE CAPITAL A/C - EQUIPMENT SUPPLIERS**

Listed below with names

**C. ADVANCES TO STAFF**

**1. LTC ADVANCES**

*LTC Adv - Name/Designation/Dept - Emp ID*

**2. Festival Advance to Staff**

**D. TEMPORARY ADVANCE**

Name/Desig/Dept  
.....

**PLAN ADVANCES**

- A. PLAN ADVANCE CAPITAL A/C-CIVIL WORKS
  - B. PLAN ADVANCE CAPITAL A/C-EQUIPMENT SUPPLIER
  - C. PLAN ADVANCE TO STAFF
  - D. PLAN TEMPORARY ADVANCE
- CEEB ADVANCES**

**OTHER CURRENT ASSETS**

**INCOME ACCRUED AND DUE**

*Rent Receivable From Shops*  
*Service Tax Receivables*

**INTEREST ACCRUED BUT NOT DUE**

*ADF - Interest Accr*  
*Conveyance-Inter (CONIA)*  
*Corpus- Interest Ac (CORIA)*  
*Deposit-Interest Ac (DIA)*  
*HBA- Interest Accr (HIA)*  
*Interest Accrued - i*  
*Interest Accrued - i*  
*Interest Accrued B*  
*Interest Accrued - i*  
*Nippon - Interest A (NIA)*  
*Plan- Interest Accr (PIA)*  
*RF-Interest Accrue (RFIA)*  
*RGNF- Interest Ac (RGNFIA)*  
*Scholarship-Inter: (SIA)*  
*SF - INTEREST Ac*  
*SP- Interest Accru (SPIA)*

**OTHER CURRENT ASSETS**

*Bank Charges Recoverable From SBI*  
*Income Tax Receivable*  
*Post Master for Franking Machine*  
*Receivable From Deposit A/c*  
*Receivable From NPS Tier-I*  
*Receivable From UGC*  
*Receivables From UGC Plan*

**STOCK-IN-HAND**

*Building Material (Stock)*  
*Cleaning Material (Stock)*  
*Electrical Material (Stock)*  
*Lab Chemicals (Stock)*  
*Lab Equipments Spares (Stock)*  
*Liveries and Uniforms (Stock)*  
**MEDICINES STOCK**  
*Stationery (Stock)*  
*Water Supply Materials (Stock)*

**PREPAID EXPENSES**

**Prepaid Expenses- IDF**  
*Prepaid AMC- IDF*

**PREPAID EXPENSES MAINTENANCE**

*Prepaid Academic Expenses*  
*Prepaid AMC*  
*Prepaid Insurance of Laboratories*  
*Prepaid Insurance of Vehicles*

**PREPAID EXPENSES PLAN**

*Prepaid Academic*  
*Prepaid AMC Plan*  
*Prepaid Insurance of Laboratories Plan*  
*Prepaid Insurance of Vehicles Plan*

**SUNDRY DEBTORS**

**INVESTMENTS**

**DEPOSIT INVESTMENTS**

*Deposit - Auto Sweep Investment*  
*Deposit Investments*  
*Student Aid Fund Auto-Sweep Investment*  
*Student Fund Auto Sweep Investment*

**EMF INVESTMENTS**

*DMP - Investment*  
*DST-FIST Investments*  
*Earmarked Fund Investments*  
*GPRS- M Paranjape Investment*  
*Journal of L-C & Fran.. Investments*  
*Overhead Charges Investments*  
*SF -Auto Sweep Investments*  
*SP - Auto Sweep Investments*  
*SP- Margin Money*  
*Sponsored Fellowship Investments*

**MAINTENANCE FUND INVESTMENT**

*Academic Fee Receipts Investments*  
*Maintenance Investments*  
*RF-Autosweep Investment*  
*RF - Investment*  
*Scholarship- Autosweep Investment*  
*Scholarship Fund Investments*

**PLAN FUND INVESTMENT**

*CEEB - Auto Sweep Investment*  
*CEEB - Investment*  
*Infrastructure Development Bank Investments*  
*Margin Money - IDF*  
*Margin Money - Plan*  
*Plan - Auto Sweep Investment*  
*Plan Fund Investments*  
*UGCPF - Auto Sweep Investment*  
*UGCPF - Investments*

**Indirect Income MAINTENANCE RECEIPTS**

**1. GRANT IN AID / SUBSIDIES**

*UGC Recurring Grant (Non-Plan)*

**2. ACADEMIC RECEIPTS**

**FEES FROM STUDENTS**

*Admission Fees*

*Annual / Semester Examination Fees*

*Enrolment Fees*

*Entrance Examination Fees*

*Fees Collected*

*Fees Collected Academic Fees A/c*

*Fees Collected Scholarship A/c*

*Fine/Penalty From Students*

*Hostel Fees*

*Library Fees*

*Loss of Library Card*

*Loss of Student Identity Card*

*Mark Sheet Fees*

*Medical Book Fees*

*Medical Fees*

*Miscellaneous Fees From Students*

*Misc. Fees Recovery Transfer*

*Sports Receipts*

*Students Guide Book*

*TC Fees*

*Tuition Fees*

*Income From Sponsorship (Workshop/Seminar)*

*Registration Fees (Workshop/seminar)*

*Sale of Admission Forms*

*Sale of Question Papers*

*Yoga Centre Fees Receipts*

**3. INCOME FROM ROYALTY & PUBLICATIONS**

*Income From Royalty*

*Income From Sale of Publications*

**4. INTEREST EARNED**

**A. INTEREST ON INVESTMENTS**

*Interest on Investment - Banks*

*Interest on Investment - Govt. Securities*

*Interest on Securities - Bonds & Debentures*

**B. INTEREST ON SAVING ACCOUNTS**

*Interest on Savings-Banks*

**5. OTHER INCOME**

**A. INCOME FROM LAND & BUILDINGS**

*Rent From Aravali Guest House*

*Rent From Aravali International Guest House*

*Rent From Community/Auditoriums/Committee/Gst Rooms*

*Rent From Gomti Guest House*

*Rent From Post Office, Banks, Etc.*

*Rent From Shops*

*Rent From Staff Quarters*

**B. CHARGES FOR USE OF TRANSPORT**

*Staff Car Charges*

**C. WATER/ELECTRICITY ETC. CHARGES**

*Conservancy Charges - Other Income*

*Electricity Charges - Other Income*

*Telephone Charges - Other Income*

*Water Charges - Other Income*

**D. CHARGES FOR MEDICAL FACILITIES**

*CGHS Charges-Other Income*

*Medical Facility Charges From Retired Employees*

**E. RECOVERY OF LEAVE SALARY & PENSION CONTRIBUTION**

*Gratuity Contribution Receipts*

*Leave Salary Contribution Receipts*

*Leave Salary & Pension Contribution Receipts*

*Pension Contribution Receipts*

**F. MISCELLANEOUS INCOME**

*ID Card Charges*

*Journal of Schools(Income)*

*Lab Test Charges*

*Loss of Staff I Card*

*Loss of Token*

*Other Miscellaneous Income*

*PCO Charges*

*Receipt Against Cancellation of Stale Cheques*

*Recruitment Application Fee*

*Refund of Pay & Allowances*

*Rent of Instruments*

*RTI Charges*

*Sale of Tender Forms*

*Sale of Waste Paper/Unserviceable Stores*

*Surplus on Sale / Disposal of Assets*

*Library Membership Fee*

**6. PRIOR PERIOD INCOME**

*Prior Period Income*

**PLAN RECEIPTS**

**1. GRANT IN AID / SUBSIDIES PLAN**

*DBT Recurring Grant Plan*

*Government of India Plan*

*UGC Recurring Grant Plan*

**2. ACADEMIC RECEIPTS PLAN**

*Admission Fees - Plan*

*Examination Fees (BINC) Plan*

*Income From Sponsorship (Workshop/Seminar) Plan*

*Registration Fee for Workshops Plan*

*Registration Fees (ASC) Plan*

*Sale of Admission Form Plan*

*Sale of Question Papers Plan*

*UGCPF - Refund of Fellowship*

**3. INTEREST EARNED PLAN**

*Interest Eamed on Debtors & Other Receivables Plan*

*Interest on Investment Plan*

*Interest on Savings-Banks Plan*

*UGCPF - Interest on Investments*

*UGCPF - Interest on Savings Bank A/c*

**4. OTHER INCOME PLAN**

*ASC Guest House Charges Plan*

*Foreign Currency Fluctuation Plan*

*Income From Sponsorship Plan*

*Other Miscellaneous Income Plan*  
*Receipt Against Cancelled/Stale Cheque-Plan*  
*Water Charges - Other Income Plan*

**5. PRIOR PERIOD INCOME PLAN**

*Prior Period Income Plan*

**Indirect Expenses MAINTENANCE EXPENSES**

**1. ESTABLISHMENT EXPENSES**

**A. SALARIES, WAGES, AND ALLOWANCES**

*Basic Pay*  
*CCA*  
*Conveyance Allowance*  
*Dearness Allowance*  
*Dearness Pay*  
*Gift Allowance*  
*Honorarium/TA to Faculty Against Salary Savings*  
*House Rent Allowance*  
*Interim Relief*  
*LTC Leave Encashment*  
*Misc Refunds*  
*Non-Practising Allowance*  
*Other Salary Linked Allowances*  
*Overtime Allowance*  
*Personal Pay*  
*Salary Temporary Status*  
*Special Pay*  
*TA on First Appointment*  
*Transport Allowance*  
*Washing Allowance*

**B. UNIVERSITY CONTRIBUTION**

*University Contribution to Provident Fund (JNU)*  
*University Contribution to Other Funds*

**C. BONUS**

*Bonus to Daily Wage Staff*  
*Bonus to Regular Staff*  
*Bonus to Temporary Status Staff*

**D. STAFF WELFARE EXPENSES**

*Contribution to CGHS*  
*Grants to Faculty Club*  
*Grants to Staff Club*  
*Leave Travel Concession*  
*Medical Reimbursement*  
*Reimbursement of News Paper Exp*  
*Reimbursement of Tuition Fees*  
*Special Lectures & Training to Staff*

**E. RETIREMENT AND TERMINAL BENEFITS**

*Deposit Linked Insurance Payment*  
*Medical Reimbursement to Retired Employee*  
*Payment of Gratuity*  
*Payment of Leave Encashment*  
*Payment of Pension*  
*Travel to Hometown on Retirement*  
*University Contribution to New Pension Scheme(2004)*

**F. FEES AND HONORARIUM**



*Charge Allowance*

*Consultancy Fees*

*Honorarium to Staff*

**G. LEAVE SALARY & PENSION CONTRIBUTION**

*Leave Salary & Pension Contribution Payments*

**2. ACADEMIC EXPENSES**

**A. LABORATORY EXPENSES**

*Laboratory Running Exp (Consumables)*

*Laboratory Running Exp (Recurring)*

**B. FIELD WORK/PARTICIPATION IN CONFERENCES**

*Field Work of Students*

*Field Work of Teachers*

*Teachers Participation in India/Abroad*

**C. TEACHING AIDS**

*Departmental Lectures*

*Special Stationery (Schools)*

*Teaching Aids & Instruction Materials*

**D. SEMINARS / WORKSHOPS**

*Amount Placed at the Disposal of VC*

*Participant Cost (ASC)*

*Posters/Banners/Booklet for Seminar/Workshop*

*Publishing of Working Papers*

*Running Exp for Workshops Archives & Equipments*

*Seminars / Symposia / Workshop*

*TA/Honorarium to Resource Persons*

*Working Expenses (ASC)*

**E. PAYMENT TO VISITING FACULTY**

*TA / Honorarium to Visiting Professor*

**F. RESEARCH ACTIVITIES**

*Archives on Contemporary Arts & Practices*

*Archives on Contemporary History*

*Art Gallery Running Expenses*

*ERRU Publication*

*Human Rights & Gandhian Studies*

*Patent Application Fee*

*Payment to Research Associates*

*Typing Expenses to Non-Fellowship Holders*

**G. EXAMINATION**

*Common Entrance Exam for Biotechnology*

*Cost of Answer Books*

*E-Admission Process*

*Entrance Examination Expenses*

*Other Examination Expenses*

*Printing of Stationery*

*Processing of Results of Recognized Institutions*

*Remuneration to Examiners*

*Tabulation of Results / Transcripts on Computer*

*TA / DA to Examiners*

*TA/Honorarium to Centre Committee Members/Boards*

*TA to Students Called for Interviews/Viva Voce*

**H. STUDENTS WELFARE EXPENSES**

*Cost of Medicines & Other Medical Expenses*

*Extra Curricular Activities*  
*Remedial Coaching Classes for SC/ST/OBC Students*  
*Remuneration to Part Time Doctors*  
*Running of Mess on Contract Basis*  
*Scholarships(MCM/MCA)*  
*Sports Expenses*  
*Studentships*  
*Students Orientation Guidance*  
*Transport Facility for Students*

**I. ADMISSION EXPENSES**

*Prospectus & Syllabus Etc.*

**J. PUBLICATION**

*Bi-Annual Journals*  
*Calender and Codes*  
*Editing Charges*  
*News Bulletin*  
*Journals & Periodicals*  
*Printing of Bibliography*  
*Printing of Hand Books for Schools*  
*Printing of Research Materials*  
*Profile of the University*  
*Publication Expenses*  
*Royalties Paid to Authors*  
*Subscription of Journal (Expenses)*

**K. CONVOCATION EXPENSES**

*Convocation Expenses*

**L. MISCELLANEOUS**

*Animal Feeds*  
*Annual Day Celebration (Schools/Hostels)*  
*Other Misc. Academic Expenses*  
*Secretarial Assistance*

**3. ADMINISTRATIVE EXPENSES**

**A. INFRASTRUCTURE**

*Electricity Expenses*  
*Generator Running Expenses*  
*Insurance of Vehicles*  
*Land Compensation to DDA*  
*Rates & Taxes*  
*Rent of NAA Campus*  
*Security Expenses*  
*Vehicle Running Expenses (Cost of Petrol, Etc)*  
*Water Expenses*

**B. COMMUNICATION**

*Internet Connectivity Charges*  
*Postage & Telegrams Expenses*  
*Telephone Expenses*

**C. SUBSCRIPTION TO ACADEMIC INSTITUTIONS**

*Expenses in Connection with Defence Organistaion*  
*Membership Contribution to Various Edu. Bodies*

**D. TA / DA**

*TA/DA Members of Advisory Committee*  
*TA/DA Members of EC/FC/AC Court*  
*TA/DA Members of University Staff*

**E. ADVERTISEMENTS & PUBLICITY**

*Advertisement Expenses*

**F. LEGAL EXPENSES**

*Arbitration Award Payments*

*Legal Expenses*

**G. DAILY WAGES / CASUAL LABOURS**

*Daily Wages - Mess*

*Daily Wages - Others*

*Daily Wages - Sanitation*

**H. DEPRECIATION**

*Depreciation Expenses*

**I. OTHER ADMINISTRATIVE EXPENSES**

*Entertainment Expenses*

*Local Convooyance*

*Loss on Sale / Disposal of Assets*

*Newspapers & Periodicals*

*Recruitment Expenses*

*Xeroxing Charges*

**J. OTHER EXPENSES**

*Annual Day Celebration (University)*

*Bank Charges*

*Conservancy Expenses*

*Contribution to VC's Discretionary Fund*

*EC/FC/AC/Court Meeting Exp*

*Gender Sensitisation Programme Expenses*

*Library Stationery*

*Liveries & Uniforms*

*Other Misc. Administrative Expenses*

*Printing of Forms & Registers*

*Purchase of Stationery*

**4. REPAIRS & MAINTENANCE**

**A. CLEANING MATERIAL**

*Purchase of Cleaning Material*

**B. MAINTENANCE OF BUILDINGS**

*Aravali Guest House Maintenance*

*Campus Development and Maintenance*

*Electrical Maintenance*

*Estate Maintenance*

*Gomti Guest House Maintenance*

*Hostel Maintenance*

*Minor Works*

*Repair of Buildings*

*Repair of Roads*

**C. HORTICULTURE & GARDENING**

*Horticulture Maintenance*

**D. MAINTENANCE OF OFFICE EQUIPMENTS**

*Maintonance of Computers*

*Maintenance of Electrical Equipments*

*Maintenance of Office Equipments*

*Maintenance of Plant & Machinery*

*Maintenance of Tubewells & Water Supply  
Repair of Water Coolers, AC, Fans, Etc*

**E. MAINTENANCE OF VEHICLES**

*Hire of Taxi- Staff  
Maintenance of Other Vehicles  
Maintenance of Staff Cars*

**F. MAINTENANCE OF FURNITURES**

*Repair & Polishing of Furniture*

**G. MAINTENANCE OF BOOKS**

*Book Binding Charges*

**H. MAINTENANCE OF LABORATORY EQUIPMENTS**

*Maintenance of Laboratory Equipments  
Maintenance of Liquid Nitrogen Facilities*

**I. MAINTENANCE OF AUDIO VISUAL EQUIPMENTS**

*Maintenance of Audio Visual Equipment*

**J. MAINTENANCE OF TUBEWELLS & WATER SUPPLY**

*Repair of Tubewells & Water Supply*

**5. PRIOR PERIOD EXPENSES**

**PRIOR PERIOD ACADEMIC EXPENSES**

*Prior Period - Academic Expenses  
Prior Period Research Expenses*

**PRIOR PERIOD ADMINISTRATIVE EXPENSES**

*Prior Period - Administrative Expenses  
Prior Period Vehicle Running Expenses*

**PRIOR PERIOD ESTABLISHMENT EXPENSES**

*Prior Period Contribution to CGHS  
Prior Period Establishment Expenses  
Prior Period Salaries, Wages & Allowances*

**PRIOR PERIOD REPAIRS & MAINTENANCE**

*Prior Period Repairs & Maintenance*

**PLAN EXPENSES**

**1. ESTABLISHMENT EXPENSES PLAN**

**A. SALARIES, WAGES & ALLOWANCES PLAN**

*Arrear of Pay Plan  
Basic Pay Plan  
CCA Plan  
Dearness Allowance Plan  
Dearness Pay Plan  
Deputation Allowance Plan  
House Rent Allowance Plan  
Interim Relief Plan  
LTC Leave Encashment Plan  
Non-Practising Allowance Plan  
Other Salary Linked Allowances Plan  
Overtime Allowance Plan  
Personal Pay Plan  
Special Pay Plan  
Transport Allowance Plan  
Washing Allowance Plan*

**B. UNIVERSITY CONTRIBUTION PLAN**

**C. BONUS PLAN**

*Bonus Plan*

**D. STAFF WELFARE EXPENSES PLAN**

*Special Lectures & Training to Staff Plan*

**E. RETIREMENT & TERMINAL BENEFITS PLAN**

*Payment of Leave Encashment Plan*

*University Contribution to NPS 2004 Plan*

**F. FEES & HONORARIUM PLAN**

*Charge Allowance Plan*

*Consultancy Fees Plan*

*Honorarium to Staff Plan*

*Special Honorarium to Prof (Exp) Plan*

**G. LEAVE SALARY & PENSION CONTRIBUTION PLAN**

**2. ACADEMIC EXPENSES PLAN**

**A. LABORATORY EXPENSES PLAN**

*Laboratory Running Exp (Consumables) Plan*

*Laboratory Running Exp (Recurring) Plan*

**B. FIELD WORK/PARTICIPATION IN CONFERENCE PLAN**

*Field Work of Students Plan*

*Field Work of Teachers Plan*

*Student Exchange Programme Plan*

*Teachers Participation in India/Abroad Plan*

**C. TEACHING AIDS PLAN**

*Departmental Lectures Plan*

*Special Stationery (Schools) Plan*

*Teaching Aids & Instruction Materials Plan*

**D. SEMINARS/WORKSHOPS PLAN**

*Honorarium to Resource Persons/Plan*

*Participant Cost (ASC) Plan*

*Posters/Banners/Booklet for Seminar/Workshop-Plan*

*Publishing of Working Papers Plan*

*Running Expenses for Workshops & Equipments Plan*

*Seminars/Symposia/Workshop Plan*

*TA/DA to Participants(ASC) Plan*

*Working Expenses (ASC) Plan*

**E. PAYMENT TO VISITING FACULTY PLAN**

*TA/Honorarium to Visiting Professor Plan*

**F. RESEARCH ACTIVITIES PLAN**

*Archives on Contemporary History Plan*

*Art Gallery Running Expenses Plan*

*ERRU Publication Plan*

*Fellowship of UPOE Plan*

*Human Rights & Gandhian Studies Plan*

*Patent Application Fee Plan*

*Research Activities-Plan*

*Secretarial Assistance Plan*

*Typing Expenses to Non-Fellowship Holders Plan*

**G. EXAMINATION PLAN**

*Certificate Distribution Exp- PLAN*

*Common Entrance Exam for Biotechnology Plan*

*Cost of Answer Books Plan*

*Entrance Examination Expenses Plan*

*Other Examination Expenses Plan*  
*Printing of Stationery Plan*  
*Processing of Results of Recognized Inst. Plan*  
*Remuneration to Examiners Plan*  
*Tabulation of Results/Transcript on Computer Plan*  
*TA/DA to Examiners Plan*  
*TA to Students Called for Interview Plan*

#### **H. STUDENTS WELFARE EXPENSES PLAN**

*Ambulance Service for Students Plan*  
*BINC Fellowship Plan*  
*Extra Curricular Activities Plan*  
*Remedial Classes for SC/ST/OBC Students- Plan*  
*Remuneration to Part-Time Doctors Plan*  
*Running of Mess on Contract Basis Plan*  
*Sports Expenses Plan*  
*Studentship / Scholarship Plan*  
*Students Orientation Guidance Plan*  
*Transport Facility for Students Plan*  
*UGC PF - Revenue Expenditure*

#### **I. ADMISSION EXPENSES PLAN**

*Prospectus & Syllabus Etc. Plan*

#### **J. CONVOCATION EXPENSES PLAN**

*Convocation Expenses Plan*

#### **K. PUBLICATION PLAN**

*Bi-Annual Journals Plan*  
*Calender and Codes Plan*  
*Editing Charges Plan*  
*JNU News Bulletin Plan*  
*Printing of Bibliography Plan*  
*Printing of Hand Books for Schools Plan*  
*Printing of Research Material Plan*  
*Profile of the University Plan*  
*Publication Expenses Plan*  
*Royalties Paid to Authors Plan*  
*Subscription of Journals (Expenses) Plan*

#### **L. MISCELLANEOUS PLAN**

*Animal Feeds Plan*  
*Annual Day Celebration (Schools/Hostels) Plan*  
*Hiring Charges Plan*  
*Other Misc. Academic Expenses Plan*

### **3. ADMINISTRATIVE EXPENSES PLAN**

#### **A. INFRASTRUCTURE PLAN**

*Electricity Expenses Plan*  
*Generator Running Expenses Plan*  
*Insurance of Vehicles Plan*  
*Security Expenses Plan*  
*Vehicle Running Expenses Plan*

#### **B. COMMUNICATION PLAN**

*Internet Connectivity Charges Plan*  
*Postage & Telegrams Expenses Plan*  
*Telephone Expenses Plan*

**C. SUBSCRIPTION TO ACADEMIC INSTITUTIONS PLAN**

*Membership Contribution to Edu. Bodies Plan*

**D. TA / DA PLAN**

*TADA Members of Advisory Committee Plan*  
*TADA Members of Selection Committee/Board Plan*  
*TADA to Staff Members Plan*

**E. ADVERTISEMENT & PUBLICITY PLAN**

*Advertisement Expenses Plan*

**F. LEGAL EXPENSES PLAN**

*Arbitration Award Payments Plan*  
**LEGAL EXPENSES PLAN**

**G. DAILY WAGES / CASUAL LABOUR PLAN**

*Daily Wages - Mess Plan*  
*Daily Wages - Others Plan*  
*Daily Wages - Sanitation Plan*

**H. DEPRECIATION PLAN**

**I. OTHER EXPENSES PLAN**

*Bank Charges Plan*  
*Entertainment Expenses Plan*  
*Gender Sensitization Prog Expenses Plan*  
*Library Stationery Plan*  
*Local Conveyance Plan*  
*Newspapers & Periodicals Plan*  
*Other Misc Administrative Exp Plan*  
*Printing of Forms & Registers Plan*  
*Purchase of Stationery Plan*  
*Xeroxing Charges Plan*  
*Conservancy Expenses-Plan*

**4. REPAIRS & MAINTENANCE PLAN**

**A. CLEANING MATERIAL PLAN**

*Cleaning Material & Services Plan*

**B. MAINTENANCE OF BUILDINGS PLAN**

*Aravali Guest House Maintenance Plan*  
*Campus Development & Maintenance Plan*  
*Electrical Maintenance Plan*  
*Estate Maintenance Plan*  
*Gomti Guest House Maintenance Plan*  
*Hostel Maintenance Plan*  
*Minor Works Plan*  
*Repair of Buildings Plan*  
*Repair of Roads Plan*

**C. HORTICULTURE & GARDENING PLAN**

*Gardening Plan*  
*Horticulture Maintenance Plan*

**D. MAINTENANCE OF OFFICE EQUIPMENT PLAN**

*Maintenance of Computers Plan*

*Maintenance of Electrical Equipments Plan*

*Maintenance of Office Equipments Plan*

*Maintenance of Tubewells & Water Supply Plan*

*Repair of Water Coolers, AC, Fans Etc. Plan*

**E. MAINTENANCE OF VEHICLES PLAN**

*Maintenance of Other Vehicles Plan*

*Maintenance of Staff Cars Plan*

**F. MAINTENANCE OF FURNITURES PLAN**

*Maintenance of Furniture-Plan*

*Repair & Polishing of Furniture Plan*

**G. MAINTENANCE OF BOOKS PLAN**

*Book Binding Charges Plan*

**H. MAINTENANCE OF LABORATORY EQUIPMENTS PLAN**

*Maintenance of Laboratory Equipments Plan*

*Maintenance of Liquid Nitrogen Facilities Plan*

**I. MAINTENANCE OF AUDIO VISUAL EQUIPMENTS PLAN**

*Maintenance of Audio Visual Equipment Plan*

**J. MAINTENANCE OF TUBEWELLS & WATER SUPPLY PLAN**

*Repair of Tubewells & Water Supply Plan*

**5. PRIOR PERIOD EXPENSES PLAN**

*Prior Period - Academic Expenses Plan*

*Prior Period - Administrative Expenses Plan*

*Prior Period - Establishment Exp Plan*

*Prior Period - Repairs & Maintenance Plan*

*Prior Period - Other expenses*



**Accounts of Central Educational Institutions**

- 1) GUIDANCE NOTES – TASKS IN/THE FIRST YEAR OF CHANGE OVER to Accrual System
- 2) Guidance Notes – Tasks in the Second and Subsequent years of change over to Accrual System
- 3) Master Chart of Heads of Account