

Reminder-III
URGENT

Prasar Bharati
(India's Public Service Broadcaster)
Directorate General: Doordarshan, New Delhi
(Budget Section)

No.G-25013/2/2019-BI

Dated: 30th April, 2020

Subject:- Target date for submission of R& Payment Accounts for the year 2019-20 and remit the unspent balance lying of Salary & Central Sector Scheme-reg.

Reference is invited to this Directorate General's letter of even number dated 19th March, 2020 alongwith Prasar Bharati Sectt.'s letter dated 17th March, 2020 seeking details in the prescribed Performa (XL Sheet) on the above subject.

In this regard, the annual statement of accounts for the financial year 2019-20 shall be submitted to the Audit on or before 30th June, 2020, so that Ministry may release Grant in time. The requisite information in the prescribed Performa is required from the Kendras/Field Units urgently.

This Directorate has issued two reminders through email dated 30.3.2020 15.4.2020 to provide the requisite information as sought in the enclosed letter and Performa. It is observed that the requisite information in the prescribed Performa is yet to be received from many Kendras/Field Units till date.

It is once again requested to furnish the requisite information in the prescribed Performa **before 05th May, 2020** to this Directorate for onward information to Prasar Bharati Sectt.

This may please be treated as most urgent.

Encl.:- As above.


(R.S.Chouh:m)
Dy. Director (F)

1. Zonal Addl. Director General
2. Head of Office/DDO
DDKs/ DD News/DMCs/HPTs/CCWs/CRDs.

Copy to:-

1. ADG(B&A), Prasar Bharati Sectt., New Delhi
2. DDG(F), Prasar Bharati Sectt., New Delhi
3. ADG(Programme) (PKS), DG:DD, New Delhi
4. ADG(Admn.), DG:DD, & ADG(A) DD News New Delhi.
5. PPS to ADG(F)/PS at DG:DD
6. I.T. Division is requested to upload on the *Doordarshan* website.

Prasar Bharati
(India's Public Service Broadcaster)
Directorate General: Doordarshan
Doordarshan Bhawan
New Delhi
(Budget Section)

No.G-25013/2/2019-BI

Date: 19.03.2020

Subject: - Target date for submission of Receipt and Payment Account for the financial year 2019-20-reg.


Please find enclosed herewith the Prasar Bharati Sectt.'s letter No. ADG(B&A)/PB Annual A/CS/2019-20 dated 17.03.2020 on the above mentioned subject.

2. In this regard, Prasar Bharati Sectt. has sought certain information(total 13 points including sub points for point no. 1,2&3) for Receipt & Payment Account for the Financial Year 2019-20.

3. All the concerned are, requested to expedite furnishing the **information mentioned in the said PB Sectt. letter so as to reach this Directorate General, on or before 10.04.2019 for consolidation and onward submission to Prasar Bharati Sectt. expeditiously. Apart from this, it is also requested to follow the instructions mentioned on 3rd page of PB Sectt's letter to accommodate in the receipts and payment account in EMS before closing the accounts of March, 2020.**

This may kindly be accorded top priority and the information may be submitted accordingly.

Encl: as above.


19.03.2020
(R.S. Chouhan)
Deputy Director Admin (B)

1. All ADG(E)/ADG(P) of DD.
2. Chief Engineer(C), CCW, Sookna Bhawan, CGO Complex, New Delhi.
3. All HOO/DDO of Doordarshan Kendras/Field Units.
4. GST Cell, DG:DD.
5. IU, DG:DD.

Copy to:-

1. Deputy director (Budget & Audit), PB Sectt., Prasar Bharati House, New Delhi
2. PPS to ADG (F)/DDG(F)/ DD(B) at this DG:DD (email only).
3. IT Cell, DG:DD with a requested to upload the letter on Doordarshan website.
4. Guard File.

PRASAR BHARATI
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
(Budget and Accounts)
6th floor, Prasar Bharati House,
Copernicus Marg, New Delhi-110001
Phone 23118414

No. ADG(B&A)/PB Annual A/Cs/2019-20/1333

17
Dated 3.03.2020

Subject: Target date for submission of Receipts and Payments Account for the financial year 2019-20.

As per the gazette notification issued on 1-12-2006, the annual statement of accounts of every financial year shall be submitted to the Audit on or before 30th June of following year to which the accounts relate. Therefore, it is essential to submit the Annual Accounts for the year 2019-20 to Audit by 30-06-2020 so that Ministry may release the Grants in time.

Further, Prasar Bharati prepare its accounts on accrual basis, therefore, both the Directorates are requested to provide the following consolidated information for the financial year 2019-20 to this sect. by 20-04-2020.

1. Head wise details of current Liabilities:

- i. Advance received but not fully utilized including Deposit works.
- ii. Amount of Deposits, EM, SD.
- iii. Amount of installments due against loans (principal) and interest earned on Grants received from MIB.
- iv. Interest and penal interest due on Loans and Advances but not paid.
- v. Unspent amount of Grants –in aid (separately for Salary, Grant-in-aid and Capital).
- vi. Amount received for specific purposes excluding Grants-in-aid (Earmarked funds /endowment funds).
- vii. Statutory dues payable.
- viii. Salary for the month of March, DA from January to March, bonus payable for 2019-20.
- ix. Other deducted amount from employee transferable to their parent office like GPF,HBA, etc.
- x. Other payables.
- xi. Payment due for other expenses pertaining to 2019-20 but payment not yet paid.

2. Provisions for Liabilities

1. Spectrum / Space Segment expense
2. Leave Encashment and Gratuity
3. NPS
4. For Statutory liabilities

3. Head wise Details of Current assets


- i. Inventories including provision thereof if, any
- ii. Sundry Debtors including provision of doubtful debtors with period wise breakup
i.e. below 6 months, above 6 month up to 3 years and above 3 years
- iii. Cash balances including imprest, bank balances in current accounts, amount of FDRs/Term Deposits and any other account.
- iv. Security Deposit made with other authorities like Security Deposit for electricity connection, water connection etc.
- v. Loans and advances recoverable from staff and others, provisions for written off of loans and advances, if any.
- vi. Advances and other amounts recoverable in cash or in kind or for value to be received including insurance charges paid for next year, AMC charges for next year and any other amount paid in advance. It also include amount recoverable from other Ministries/Govt. Departments for work done (if not taken in debtors)
- vii. Interest accrued from banks on FDRs/Term deposits, interest accrued on investment made from Earmarked fund/Endowment funds, interest accrued from others
- viii. TDS recoverable from Income Tax Department
- ix. GST input tax credit available or required to be reversed.
4. Station wise Consolidated Physical verification report of fixed assets/stocks.
5. DDO wise Physical verification in respect of Cash balances and FDRs/CLTDs/Term Deposits as on 31-3-2020.
6. Revenue share paid / payable to agencies in respect of sport and other programmes.
7. Income earned in respect of DTH
8. Amount of interest received from debtors during the year
9. Amount paid during the year and outstanding dues in respect of Spectrum and Space Segment Charges.
10. DDO wise bank consolidated bank reconciliation statements of each account including amounts in CLTD and Term Deposits.
11. Details of Capital work in progress.
12. A detailed report of progress of uploading of land data on GLIS portal and verification of data uploaded.
13. A detailed report of the assets transferred to Prasar Bharati by MIB in 2002, its actual valuation and verification by Prasar Bharati.

Necessary instructions may also be issued to all DDOs to accommodate the following in receipts and payments account in EMS before closing the accounts of March 2020.

- a. To ensure that all the interest earned during the year along with TDS must be booked in account. Interest earned but not accounted for in previous years along with TDS deducted may also be incorporated in the account.
- b. A new head is opened in the EMS for adjustment of Permanent cancellation of previous year's cheques. There are three sub-head in that head i.e. salary, bind, and OAE. This head is opened on the payment side with nomenclature Deduct Recoveries. If the amount of permanent cancellation pertain to the fixed assets, necessary effects may also be taken in the inventories of fixed assets, if, required.
- c. Amount of Security Deposit booked as revenue expenditure during the previous years may also be adjusted through Prior period adjustment account.
- d. Fixed assets purchase from the revenue section in the previous years may also be adjusted through prior period adjustment accounts.
- e. Expenditure booked as fixed assets instead of revenue in previous years may also be adjusted through Prior Period Adjustment Account.
- f. Advance received from other units but not fully utilized may separately be reported as liability.

Both ADG (Fin), AIR and ADG (Fin), DD are requested to provide the above information in a consolidated form after collecting from concerned divisions/DDOs by 20.4.20

This may please be accorded top priority.


(C. K. Jain)
DDG (Finance)

1. ADG (Fin), AIR
2. ADG (Fin), DD

Copy to:

1. ADG (A), AIR
2. ADG (A), DD
3. DDG (Sports, DD)
4. DDG (CRD), AIR
5. DDG (DCS), Doordarshan
6. Dy. Director (Budget), AIR/DD