

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
CENTRAL ARID ZONE RESEARCH INSTITUTE, JODHPUR**

REMINDER I

No. F. CAZRI/Internal Audit/2021-22

Dated: 6.7.2022

CIRCULAR

This has reference to letter even number dated 7.6.2022 vide which it was requested to furnish the details of Revenue / Receipt during the year 2021-22. It is once again requested that the details of Revenue/Receipt collected for the period from **1.4.2021 to 31.3.2022**, by various Divisions/ Sections / Regional Research Stations and subsequently deposited into Institute Account may please be provided to the audit in the following proforma. The said information in the prescribed proforma duly signed by Head of Division/Section/RRS may please be sent to audit latest by **14.7.2022**. If there is no collection of revenue in any particular section / division please send NIL report.

Name of Section / Division / RRS: _____

S.No.	Item of Revenue / Receipt	Amount	Date of collection of Revenue / Receipt	Amount deposited to Cashier/Institute Account	Details of Cash Deposited	
					Cashier/s CR No.*	Date
Total						

*** Note :** In the case of RRS please mention Demand Draft Numbers.

Total Revenue/Receipt Collected for the period from 1.4.2021 to 31.3.2022 : _____

Total Amount deposited into Institute Account from 1.4.2021 to 31.3.2022 : _____

Signature of Head of Division/Section/RRS

(Signature)
(Sunita Arya)
Comptroller

DISTRIBUTION:

1. Head Division I / III / IV / V / VI
2. Head Regional Research Stations Pali/Bikaner/Bhuj/ Leh
3. Head KVK Jodhpur/ Bhuj
4. Incharge Guest House/ Workshop/Maintenance/ RCMS/ Departmental Canteen/ PS to Director / Asstt. Director (Official language) / IPO Section / Hostel
5. AINP on VPM
6. DDO Jodhpur /Pali/Bikaner/Jaisalmer.
7. Chief Admn. Officer (Sr. Grade)
8. PS to Director for kind information of Director.