MANUAL ON ACCOUNTING PROCEDURE

IIPM

Indian Institute of Plantation Management Bengaluru
(An Autonomous Organization of the Ministry of Commerce & Industry, Govt. of India)
Jnana Bharathi Campus, P.O.Malathalli, Bengaluru 560 056

2020 (Updated)

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Preface

Indian Institute of Plantation Management (IIPM) Bengaluru - an autonomous organization of the Ministry of Commerce & Industry, Government of India registered as Society on 6th November 1993, under Karnataka Societies Registration Act 1960.

The purpose of this Accounting Procedures manual is to describe the accounting policies & procedures currently in use at the Institute and to ensure that the financial statements & procedures conform to generally accepted accounting principles, assets are safeguarded, guidelines of grants from the Government are complied with and finances are managed with accuracy, efficiency and transparency.

The Accounting Procedures manual along with updated Administrative Rules of the Institute were placed to IIPM Board during 47th meeting, followed by 48th meeting held on 07.03.2020. After detailed discussion and deliberation, IIPM Board and Society approved the updated accounting procedure.

I would like to take this opportunity to express my sincere gratitude to Shri. Alok Vardhan Chaturvedi, Former Chairman, IIPM & Director General of Foreign Trade, and Shri. Bhupinder Singh Bhalla IAS, Chairman, IIPM & Additional Secretary, Ministry of Commerce & Industry, GoI, and the members of IIPM Board & Society and other associated stakeholders in finalizing the procedure.

Bengaluru
30th April 2020

Prof. V. G. Dhanakumar
Director

1. Introduction

The following chapter shall contain an introduction about the Indian Institute of Plantation Management, hereinafter referred to as the 'Institute' and shall contain the purpose and objectives of the Accounting Procedures Manual, hereinafter referred to as 'the Manual'.

1.1. About Indian Institute of Plantation Management

The Indian Institute of Plantation Management (IIPM) set up in the year 1993 by the Ministry of Commerce & Industry to further the need for modernization of the plantation sector through education and training in the field of management. IIPM is India's apex educational institute in providing research, training and education in the agricultural sector. It acts as an intellectual resource base for the plantation and associated sectors and came in on a model of intensive institute-industry interaction (4Is). The Institute employs a diverse range of dedicated faculty who are experts in their respective fields and have contributed to ensure the position of IIPM, as the premier institute in agri-business education.

IIPM started another centre at Jorhat, Assam in 2007 and contemplating another one at Vijayawada from 2016-17.

The institute currently has 11 Centres of Excellence that are:

- Centre for Tea Tasting and Marketing (TTM)
- Centre for Innovation & Entrepreneurship (CIE)
- Spices Exporters Entrepreneurship Facility (SEEF)
- Centre for Advanced Management Research in Plantations (CARPS)
- Centre for Advanced Management Education & Research (CAMER)
- Centre for Cluster Development and Business Management
- Secretariat of Plantation Co-ordination Committee (PCC), MoC&I-GoI
- Centre for Multi-Lingual Digital Language & Communication
- Tea Planters' Productivity Council (TPC)
- C-DAC Centre for Electronic Tongue, Nose & Vision
- Centre for Grassroots Workforce Governance & Management (GWGM)

1.2. Basis of Accounting

- The financial Statements of the Institute are prepared under historical cost convention and in accordance with the generally accepted accounting principles.
- All Income & Expenditure items having a material bearing on the Financial Statements are recognized on accrual basis.

1.3 Objective of the Finance and Accounts Department

The Finance and Accounts Department has the following objectives:

- To record the transactions of the Institute on an accurate and timely basis as per the requirements of the laid down policy as well as the statutory requirements to which the Institute is subject.
- To create and monitor the overall budget of the Institute as well the budgets for various individual departments.
- To analyse and provide on a timely basis, accurate financial information to management for the purpose of decision-making.
- To provide financial information to various departments in a timely manner.
- To create a system of internal control to monitor and prevent transactions unfavourable to the interests of the Institute.
- To prevent unnecessary and wasteful expenditure in conducting operations.
- To facilitate financial audits required under various statutes.

1.4 Purpose and Scope of the Manual

An Accounting Procedures Manual is utilised to bring in clarity and consistency in accounting practices. The Manual shall be utilised as a guide by the employees of the Institute to create financial statements that will meet the information requirements of its various stakeholders.

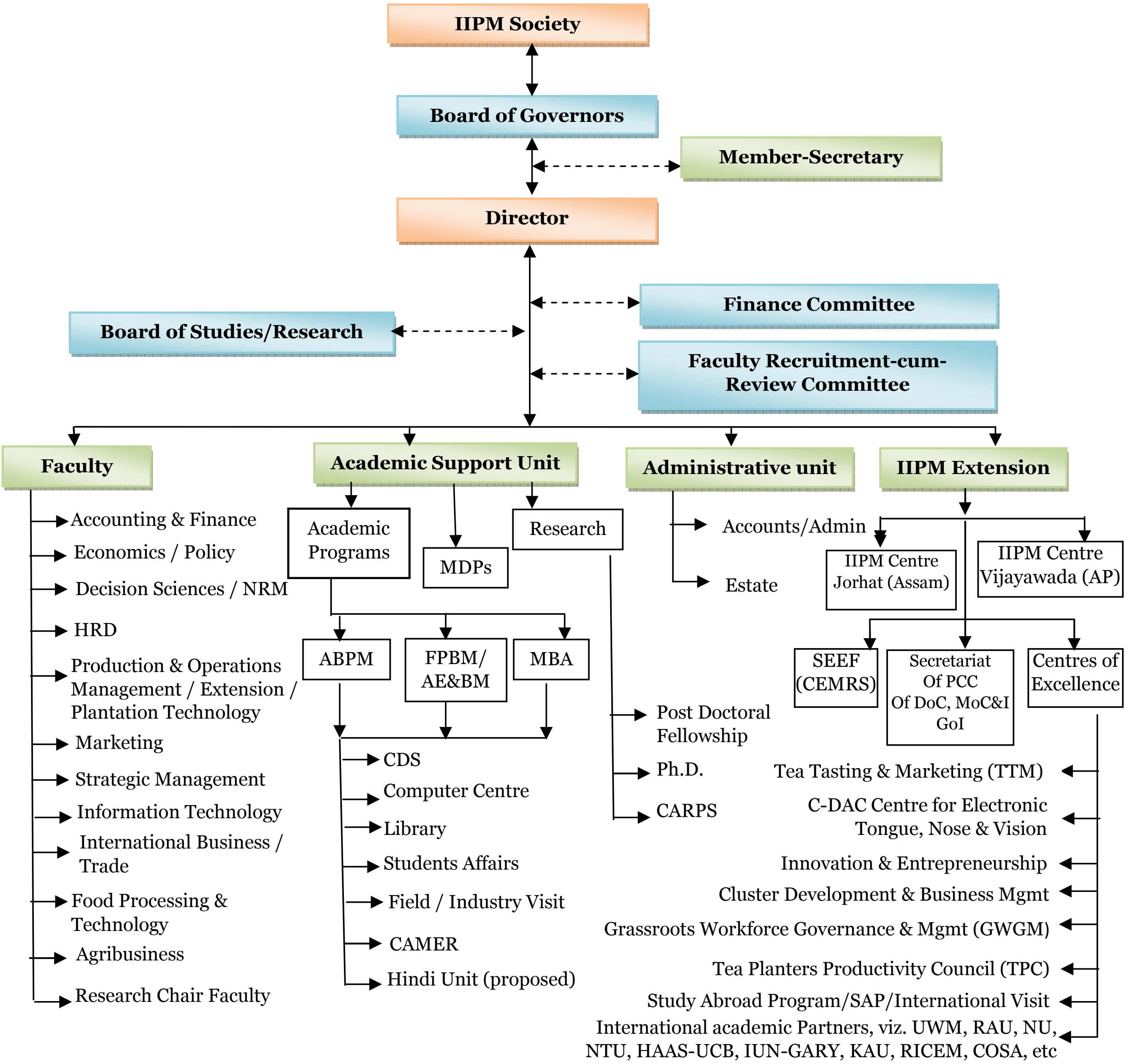
The Manual shall outline the operating procedure to be followed to ensure standardisation in the process of accounting and finance. The objective is to eliminate deficiencies in the system of internal control by streamlining the existing process and creating a system of internal check. The Manual has been created to ensure that the financial statements presented by the Institute are as per applicable policies and the statutes prevailing at the given point of time.

However, it is important to note that the Manual is merely a guide, and the outlined procedures are required to be adjusted as per the business environment and economic situation prevailing.

1.5 Amendment to Accounting Procedures Manual

The Indian Institute of Plantation Management reserves the right to add, delete, alter or amend any of the policies or procedures mentioned in the manual. The Director and the Board of Directors shall approve such additions, deletions, alterations or amendments.

2. Organisational Structure: The organization structure is presented below.



NRM: Natural Resources Management
HRD: Human Resource Development
MDPs: Management Development Programs
CDS: Career Development Service
CAMER: Centre for Advanced Management Education & Research
CAPRS: Centre for Advanced Management Research in Plantations
ABPM: PGDM-Agribusiness & Plantation Management
FPBM: PGDM-Food Processing & Business Management
AE&BM: PGDM-Agricultural Export & Business Management
MBA: Master of Business Administration
CEMRS: Centre for Export Management Research & Studies
PCC: Plantation Co-ordinator Committee

3. <u>Significant Accounting Policies</u>

3.1. Revenue Recognition (AS 9)

3.1.1. Disclosure Requirements

- The Institute shall disclose the accounting policy followed for the purpose of revenue recognition.
- The Institute shall disclose circumstances for postponement of revenue recognition, pending the resolution of significant uncertainties.

3.1.2. Accounting Policy

- The Institute shall recognise the income earned from fees on educational programs on accrual basis.
- The surplus, if any, arising after application of funds to consulting projects shall be recognised as an income in the year of completion of the consulting assignments as per the terms of the engagement.
- The deficit, if any, arising after the application of funds to training and consulting projects shall be recognised as an expenditure in the year of completion of the consulting assignments as per the terms of the engagement.
- Recognition of surplus, if any, as an income after the completion of Short Term Executive Programs shall be in accordance with the contract.
- Recognition of deficit, if any, as an expenditure after the completion of Short Term Executive Programs shall be in accordance with the contract.
- Recognition of revenues in the books of accounts shall be subject to reasonable certainty in the ultimate collection.

3.2. Government Grants (AS 12)

3.2.1. Disclosure Requirements

The Institute shall disclose the following in its financial statements:

- The accounting policy adopted by the Institute for government grants including the method of presentation in the financial statements;
- The nature and extent of government grants recognised in the financial statements. These shall include grants of non-monetary assets given at a concessional rate or free of cost.

3.2.2. Accounting Policy

- The Institute shall recognize of Government grants as accrued, on receipt of the grant letter, and when reasonable assurance exists that, the conditions attached to the grant, if any, shall be adhered to and the amount to be received.
- Grants given for the purchase of depreciable fixed assets shall be transferred to the Income & Expenditure account on a systematic and rational basis, in proportion to the depreciation charged, over the useful life of the asset.
- Grants in the nature of promoters' contribution shall be credited to Capital Reserve and form part of Corpus Funds.
- Grants received in the nature of revenue shall be credited to income in the Income & Expenditure account. Such amounts shall be matched to related costs, if any.

3.3. Fixed Assets (AS 10)

3.3.1. Disclosure Requirements

The Institute shall make the following disclosures in its financial statements:

- Gross block and net block of assets at the beginning and end of an accounting period showing additions, disposals, acquisitions and other movements;
- Expenditure incurred because of fixed assets in the course of construction or acquisition.

3.3.2. Accounting Policy

- Fixed Assets shall be stated at cost less depreciation.
- Cost of acquisition shall include freight, duties, taxes, incidental, and direct expenses related to acquisition.
- In respect of fixed assets constructed, the pre-operational expenses form part of the value of the asset capitalised.
- Capital Work-in-Progress (CWIP)
  - Expenses incurred during the construction of a capital asset are transferred to CWIP account and are capitalised to the cost of the asset when the asset is put to use, i.e., on the receipt of installation report.

3.4. Lease (AS 19)

3.4.1. Disclosure requirements

The Institute shall disclose the following in the financial statements:

- Lease payments recognized in the Income & Expenditure Account in respect of the land.
- A general description of the Institute's significant leasing arrangements including but not limited to the following:
    - Basis on which lease rental are determined
    - The existence and terms of renewal and escalation clause
    - Restrictions imposed by lease arrangement, if any

3.4.2. Accounting Policy

- The Institute shall pay lease rents in advance to Bangalore University for a financial year.
- The payment shall be made on or before March 31st of the financial year preceding the financial year.
- Lease rental shall be paid @ ₹ 1,000 per acre for 4.75 acres of land.

3.5. Depreciation (AS 6)

3.5.1. Disclosure Requirements

The Institute shall make the following disclosures in the financial statements:

- The historical cost or other amount substituted for historical cost for each class of depreciable assets;
- Total depreciation for the period for each class of asset and related accumulated depreciation;
- Method used for depreciating assets;
- Depreciation rates or useful life of the assets.
- If any depreciable asset is disposed of, discarded, demolished or destroyed the net surplus or deficiency. There shall be a separate disclose if the amount is material.

3.5.2. Accounting Policy

- The Institute shall charge depreciation on buildings constructed on leased land based on the number of years remaining in the lease.
- The Institute shall charge depreciation on assets other than building on written-down value method. The rates shall be as given below or revised by the management/statutory authority from time to time.

Asset Type	**Depreciation Rate**
Plant & Machinery	15%
Furniture & Fixture	10%
Motor Vehicle	15%
Computer	60%
Software	25%
Library	10%

- Depreciation charge on additions made during the year shall be as follows:
  - Assets existing in the books for a period of over 180 days shall be depreciated for the entire year at applicable rates;
  - Assets existing in the books for a period of less than 180 days shall be depreciated for six months at applicable rates;
- There shall be no depreciation charge on assets in the year of sale.
- Fixed assets amounting to ₹ 5,000 or less (or any other amount as decided by the management) shall be written off completely in the year of purchase.
- Depreciation on buildings funded out of Grants shall be charged at 3.03% of the asset value with corresponding reduction in the Grant received amount. The rate of depreciation shall be altered when the management/statutory authority decides to do so.

3.6. Accounting for Investments (AS 13)

3.6.1. Disclosure Requirements

The Institute shall make the following disclosures in the financial statements:

- The accounting policies for determination of carrying amount of investments;
- The amounts included in the Income & Expenditure account for:
    - Interests, dividends, and rentals on investments showing separately such income from long term and current investments;
    - Profits and losses on disposal of current investments and changes in carrying amount of such investments;
    - Profits and losses on disposal of long-term investments and changes in the carrying amount of such investments.
- Significant restrictions on the right of ownership, investments realisable or the remittance of income and proceeds of disposals.
- Other disclosures as specifically required by the relevant statute governing the Institute.

3.6.2. Accounting Policy

Intentions of the Management at the time of purchase of investment, shall determine the classification of investments as either long term or current investment.

- The carrying amount of long term investments are calculated at cost less diminution, where such diminution is other than temporary.
- The carrying amount of current investments are at lower of cost and market value.

3.7. Retirement Benefits (AS 15)

Retirement benefits will consist of Employees Provident Fund, Employees Pension Scheme, Superannuation, Gratuity and Leave Encashment on retirement, etc.

3.7.1. Disclosure Requirements

- The Institute shall disclose the method by which retirement benefit costs for the period have been determined.
- The actuarial valuation shall be the basis of computation of retirement benefits such as gratuity and other benefit schemes. The financial statements shall disclose whether such valuation was at the end of the period or at an earlier date.

- The Institute shall specify the date of valuation in the case where the actuarial valuation was at a date earlier than the end of the period.

3.7.2. Accounting Policy

- Life Insurance Corporation of India (LIC) shall manage the retirement benefits fund of the Institute. These include,
    - Employee Deposit Linked Insurance-EDLI
    - Gratuity Scheme
    - Superannuation Scheme
- All permanent employees shall be entitled to EPF pension irrespective of the number of years of service.
- At the end of every fiscal year, LIC of India shall carry out an actuarial valuation for the retirement benefits accrued to the employees of IIPM.
- Based on the actuarial valuation, IIPM shall make the necessary fund transfer to LIC for the shortfall in liability.
- At the time of resignation, death or retirement, dues shall be paid by LIC to the employee or his/her legal heir.
- Contribution to the Pension Fund shall be at a rate of 8.33% by the employee and a rate of 13.61% by the employer or any other rates applicable from time to time.
- Contribution to Gratuity Fund each year shall be as per the actuarial valuation by LIC of India.
- The Institute shall contribute on a regular basis to Employees' Provident Fund.
- Such contributions by employee and employer shall be at 12% or any other rates applicable from time to time.
- Contribution to leave encashment each year shall be as per the actuarial valuation.

3.8. Provisions, Contingent Assets and Contingent Liabilities (AS 29)

3.8.1. Disclosure Requirements

The Institute shall disclose the following information in the financial statements:

- Brief description of the nature of the contingent liability;
- Where practicable, an estimate of its financial effect;
- An indication of the uncertainties relating to any outflow; and
- The possibility of any reimbursement.

3.8.2. Accounting Policy

- The Institute shall recognize provisions when there are present obligations because of past events, for which it is probable that there shall be an outflow of economic resources to settle the same, and a reliable estimate can be made of the amount of outflow.
- A review of provisions shall take place at every balance sheet date and the same shall be adjusted in accordance with the current best estimates of the obligation.
- Contingencies are disclosed when the available information indicates that the loss is reasonably probable but the amount of such loss cannot be reliably estimated.
- There shall be a disclosure to such effect in the Notes to the Financial Statements.

3.9. Accounting for Taxes on Income (AS22)

3.9.1. Disclosure Requirements

- The Institute shall disclose the exemption provisions of the Income Tax Act, 1961 that apply to it.

3.9.2. Accounting Policy

- IIPM is recognized as a wholly charitable society under the Income Tax Act, 1961. Accordingly, it has been granted registration under Section 12AA of the said Act.
- The income of the Institute is exempt from Income Tax under Section 10(23C) (vi) of the Income Tax Act, 1961.

4. Budgeting

A budget shall be prepared before the start of every financial year in line with the long-term and short- term plans of the Institute.

The responsibility of compilation of budget shall vest with the accounts department. The accounts department shall also initiate the budgeting process.

On completion of the budget, the same shall be sent to the Director for approval. After the approval by the Director, the budget shall be presented before the Board of Governors, (hereinafter referred to as 'the Board').

4.1. Budgeting Procedure

- The process of budget preparation shall begin in the month of January/February every year.
- The responsibility for compilation and dissemination of the annual budget shall lie with the accounts department of the Institute.
- Accounts department shall call for budget information from the respective academic and non-academic department heads.
- Accounts department shall use the given ***Budget Format***.
- Accounts department shall include, in the given ***Budget Format*** the figures for the budget of the previous year and actual spent for the current year.
- The concerned department head as per ***Budget Format*** shall prepare the budget of each department.
- The departments shall send the filled ***Budget Format*** to the accounts department for consolidation.
- Accounts department shall send the consolidated budget to the Director for approval.
- The Institute shall present before the Board at the subsequent Board Meeting the budget approved by the Director.
- Based on the approval by the Board, the budget shall be re-apportioned if needed, to the various functions/departments by Accounts and communicated to the respective Department Heads.

5. Cash and Bank

5.1. Petty Cash

- The accounts department shall maintain petty cash for meeting urgent cash requirements.
- Cash payments shall be limited to ₹ 20,000 to a person during a day. Any amount exceeding this limit shall be paid through cheque/RTGS/ NEFT/Bank Transfer only.
- The responsibility of maintaining the cash box and register shall lie with the Accounts Associate.
- For the purpose of petty cash expenses, the Institute shall withdraw at one time, not more than ₹ 50,000. The Assistant Accounts Officer shall approve requests for withdrawal of cash.
- Under exceptional circumstances, a sum of more than ₹ 50,000 may be withdrawn. Such withdrawal must be approved by the Director.
- The Accounts Associate shall prepare a statement containing the funds required based on outstanding payments over a 5-day period.
- The Institute shall make the frequency of withdrawal of petty cash based on the necessity for conducting operations.
- The Institute shall immediately cash all bearer cheques for withdrawal of funds under normal circumstances.
- The Institute shall cash the bearer cheque the following working day only under exceptional circumstances.
- The Assistant Accounts Officer shall keep under safe custody in the locker any bearer cheque not cashed on the same working day.
- The Institute shall insure cash in the safe for a certain reasonable amount.
- Cash over and above the insured value shall not remain in the safe at any point of time.
- Cash payment voucher (existing format) shall be continued to be followed for cash disbursements.
- Imprest cash requests shall be made in specified format
- The Administration Department shall receive a sum of ₹ 1,000 per month (or any other amount that may be revised from time to time) as Imprest Cash.
- The Administration Department shall maintain a register for the transactions pertaining to Imprest Cash expenditures.

- Administration shall maintain a set of cash payment vouchers for making Imprest Cash payments.
- Administration shall submit to the accounts department, the register with cash payments for accounting at the end of every month.
- The Administration Associate shall sign the register.
- Accounts Associate shall check the transactions and sign the register.
- The Accounts Associate shall physically count cash at the end of every working day.
- The Assistant Accounts Officer shall check the cash every day.
- The Director/authorized person shall carry out a surprise cash verification of cash at least two times a month. The Director/Authorized person shall sign the cashbook after counting the cash.
- The Internal Auditor shall conduct a surprise physical verification of cash at the end of every quarter.
- The Statutory Auditor shall physically verify the cash at the year-end.

5.2. Cash Receipts

- Capital Grants received from Government for construction and purchase of fixed assets are routed through the commodity boards or be directly transferred to IIPM account.
- Such amounts shall be received by direct credit to the Institute's bank account.
- Bank receipt voucher currently used to be continued.
- The Institute shall receive cash of any other mode as maintenance charges from guest rooms.
- The cash receipt document (currently used) shall continue.
- Administration Associate shall collect cash for guest rooms and remit the same to accounts department immediately.
- Participants of Short –Term Program shall sometimes pay fees in cash.
- Program coordinator shall collect cash from Short-Term Programs and remit the same to accounts department immediately.
- Accounts Associate shall prepare a receipt for the same. The Assistant Accounts Officer shall sign the receipt.
- Receipts shall also arise on disposal of assets. The procedure for disposal shall be as per the Administrative Rules of IIPM.

5.3. Bill Processing & Cheque Payments

- Accounts department shall receive bills after approval of relevant departmental heads.
- Accounts Associate shall verify payments against approved budget.
- Accounts Associate shall check the calculation for the taxes charged by the vendor and prepare a voucher (existing *Format)* for the payment.
- Accounts Associate shall make the necessary entries in Tally for the bill amount. He/she shall deduct withholding taxes as applicable.
- The Assistant Accounts Officer shall check the voucher and sign.
- The Accounts Associate shall prepare a cheque for the amount. The cheque shall be signed by any 2 from the following groups:

Director/ Assistant Accounts Officer	&	Assistant Accounts Officer/Sr. Faculty (assigned by Director)

- The Director shall propose the name of a Sr. Faculty for cheque signing. The Board shall approve the same.
- The faculty so appointed for cheque signing shall do so for one year only. Thereafter he/she shall be substituted with another faculty.
- Faculty shall sign only in the absence of either the Director or Assistant Accounts Officer.
- The Accounts Associate shall make sure to collect the signature of the payee on the voucher before handing over the cheque.

5.4. Bank Transactions

- IIPM shall have a relationship with different banks.
- At any point in time, if IIPM is of the opinion that a new account needs to be opened for smooth functioning, the same shall be done as per the procedure laid down in the Articles of Association.
- Currently IIPM has the following bank accounts:
    - United Bank of India
    - FCRA Account
    - Current Account- salary & bill payments
    - E-Payment Account-for Mandatory Statutory online payments and other payment.
    - ICICI Bank-Professional tax remittance

- Bank Statements shall be obtained from all banks by the 5th of every month.
- Based on the bank statements, a bank reconciliation statement shall be prepared by the Accounts Associate by the 7th of every month.
- The bank reconciliation statement shall provide a list of cheques pending clearance and an update of the clearing date of pending cheques of the previous month.
- The Assistant Accounts Officer shall check and countersign the bank reconciliation.
- Accounts Associate shall inform Assistant Accounts Officer when a Cheque Book is about to finish.
- Accounts Associate shall initiate requisition for new Cheque Book.
- The Assistant Accounts Officer shall sign the requisition.

6. Fixed Assets

- Assistant Accounts Officer shall receive requests for purchase of capital items from various departments.
- Such items should have been included in the budget request for the year.
- For items not included in the budget, a special approval shall be sought from the Director.
- The purchase request shall be accompanied by,
  - Quotations from at least 3 vendors
  - Payback analysis
  - Reasons for selecting the vendor
- A list of approved vendors with rates shall be sent to Accounts at the start of every financial year.
- A committee shall decide such rates.
- For other items, the committee on a case-to-case basis shall approve rates.
- Accounts Associate shall check the calculations along with the justification for such purchase and prepare a voucher.
- Accounts Associate shall ensure that admin makes the necessary accounting entries in the Fixed Asset Register for the bill amount before passing the bills for payment.
- The voucher shall then be checked by the Assistant Accounts Officer and sent for the Director's approval.
- Cheques shall be prepared for the voucher once the Director has cleared them.
- Once the cheques signed will be handed over to the vendor.
- The location, quantity, vendor details and other specifications shall be entered in the Fixed Asset Register.
- The Institute should consider Fixed Asset Registers maintained in a software.
- Depreciation calculation and history of the assets shall be maintained in the software.
- Entries from the Fixed Asset Register to Tally shall be made annually.
- Annually a physical inspection & inventory will be taken of all fixed assets and reconciled to the general ledger balances.

7. Investments

7.1. Process of Investment of Funds

- The Institute shall invest surplus funds into Fixed Deposits.
- For the purpose of Investment, the Assistant Accounts Officer shall review the bank balance periodically.
- If there are no immediate requests for expenditure, he shall propose the investment of surplus funds.
- The Institute shall follow the specified format for investment proposal.
- The specified format shall be accompanied by the quotation of interest rates from various banks.
- In case where the amounts invested by the Institute are low and no special rates are available, the interest rates displayed on the bank's website shall be attached along with the proposal.
- Based on the proposal submitted by the Assistant Accounts Officer, the Director shall approve the investment.
- The Assistant Accounts Officer shall then prepare a cheque payment voucher.
- The cheque shall be prepared and sent along with the voucher for signature.
- Term deposits on maturity shall either be withdrawn or reinvested. Specified format shall be used for withdrawal/reinvestment of funds.
- For term deposits reinvested, the procedure described above for investment of surplus funds shall be followed.
- The Institute shall follow specified format and the procedure mentioned above for withdrawal of a term deposit whether on maturity or pre-matured. In addition, Assistant Accounts Officer shall provide a justification for withdrawal of funds.
- Fund transfer from one bank account to another shall be done in the prescribed manner as per specified format.
- Justification of transfer shall be mentioned. This shall be accompanied by a voucher.
- Justification and transfer procedures shall not apply to regular online statutory payments and salary disbursements.
- The voucher and cheque shall be signed by authorized signatories to facilitate transfer.

8. Statutory Compliances

- The Institute shall ensure that the following statutory compliances are met within the stipulated time frame:
  - Goods and Services Tax (GST)
  - Professional Tax
  - Income Tax Deducted at Source (TDS)
  - Provident Fund (PF)
- Since progressively it is becoming necessary to remit statutory dues online, the Institute shall maintain a separate bank account for this purpose.
- Except Professional Tax, payments all other statutory payments shall be made from the e-payment accounts maintained with United Bank of India for the time being. Professional tax shall be paid from the ICICI Bank account.
- GST–The Institute shall collect GST (as applicable) on Executive Education programs conducted.
- GST so collected shall be remitted by stipulated date the following month after setting off any input credit for the same.
- The Assistant Accounts Officer shall complete GST filing for the various returns for input credit, output supplies and payment on the stipulated dates each month.
- Professional Tax – Professional tax shall be deducted from gross salary of employees. The details of the form shall be filled up online by 20th of the following month by the Assistant Accounts Officer or any revised date that may be intimated from time to time.
- The payment for professional tax shall be made online by 20th of the following month along with the form by the Assistant Accounts Officer.
- Income Tax – Tax Deducted at Source (TDS) shall be effected from the following payments:
  - Salary
  - Bill for services
  - Professional fees
  - Rent (if applicable)
- TDS shall be deducted as per the prevailing rates of income tax deduction at source for each of the categories mentioned above.
- Accounts Associate shall make sure the change in TDS rates every financial year.
- TDS so deducted shall be remitted online to the income tax department by 7th of the following month by the Assistant Accounts Officer.

- On 15th of the month following the end of every quarter i.e. July, October and January, quarterly filing of income tax shall be completed by the Assistant Accounts Officer.
- For the 4th quarter the same should be completed by April 30th or any revised date that may be intimated from time to time. Assistant Accounts Officer shall ensure the same is done.
- PF – Online payment for PF deducted shall be remitted by 15th of the following month or any revised date that may be intimated from time to time.
- Monthly returns for the PF shall be filed online by 25th of the following month or any revised date that may be intimated from time to time.
- Assistant Accounts Officer shall be responsible for remitting and submitting necessary forms/reports for all statutory matters.

9. Income

- Income of the Institute shall be in the form of –
  - Tuition fees from 2 year-Post Graduate Diploma in Management: Agribusiness & Plantation Management (PGDM:ABPM)
  - Tuition fees from 2 years – Post Graduate Diploma in Management: Food Processing & Business Management (PGDM:FPBM
  - Tuition Fees from 2 year-Post Graduate Diploma in Management: Agricultural Export & Business Management (PGDM:AEBM)
  - Tuition fees from Fellow Program in Management: Agribusiness & Plantation Management (FPM:ABPM)
  - Tuition Fees from 2 year- General Management Program
  - Income from Management Development Programs
  - Income from project or consultancy
- Other income may arise in the case of sale of assets.
- The Institute shall designate certain bank accounts for receipt of income.
- For in-house regular programs, payment shall be received based on the program fees.
- For Executive Education Programs, in-house and outside, program fees shall include GST (as applicable).
- Accounts Associate should ensure the necessary GST for duties payable have been charged, collected and accounted.
- The Accounts Associate shall update the necessary entries in Tally for income and applicable GST.
- GST (collected if any) shall be remitted on the stipulated due dates.
- The Assistant Accounts Officer shall check the entries in Tally.
- Income shall be received in the following modes –
  - Pay Order or Demand Draft
  - Cash
  - Real Time Gross Settlement (RTGS)
  - National Electronic Fund Transfer (NEFT)
  - Electronic Fund Transfer (EFT)
- Pay Order or Demand Drafts received by any department other than accounts department shall send the same to accounts department immediately.
- Accounts shall also know when the company's bank account is electronically credited for direct remittances.
- Accounts Associate shall update the Accounts Receivable ledger with payment details and generate a receipt for the amount.

- Accounts Associate shall generate the receipts from Tally for participants of Executive Education Programs. The Assistant Accounts Officer shall sign it.
- Accounts Associate shall hand over such receipts to the Program Coordinator.
- Sale of Assets-The Institute may decide to dispose of old and discarded assets.
- Concerned department heads shall send details of items proposed for sale/discard to Accounts in specified format.
- Based on such inputs, the Assistant Accounts Officer shall instruct admin unit to invite quotes from at least three vendors.
- The Assistant Accounts Officer shall propose the rates to the Director, to take a final decision on the matter.
- Payment from the customer shall be received in the following modes –
  - Cash or
  - Cheque or
- Vendor shall make the payment directly to the Assistant Accounts Officer.
- Payments shall not be received in cases where there is an adjustment through a buy back scheme.
- The Accounts Associate shall update the Cash Book with the payment details and generate a receipt for the amount.
- Accounts Associate shall generate the receipt. The Assistant Accounts Officer shall sign it.
- The Accounts Associate shall hand over the receipt to the customer.
- Interest Income –The Institute shall receive interest on moneys invested by it. The interest amount will be credited directly to the bank account.
- The Assistant Accounts Officer shall maintain a record of interest due during the year and check if the amount has been credited to the bank account.
- Based on the credit received, the Assistant Accounts Officer shall make or shall instruct Accounts Associate to make the necessary entries in Tally.

10. Payroll

- The Institute shall follow the Central Pay Commission pay scales. This shall be applicable for any other additional emoluments as per the norms of the institute.
- The institute shall revise the emoluments subject to availability of funds and approval of the Board.
- Salaries shall be paid by the last working day of the month.
- The Institute shall use a suitable software for processing payroll and calculating withholding taxes on it.
- Remunerations for contract staffs/Research Assistants, SRF's for external funded project like ICAR, ICCR, or any other Government sponsored agencies, shall be hired on adhoc, the hiring shall not be permanent position shall be as per the project norms. No institutional benefits shall be considered to such personnel. Accounts department will obtain their attendance from respective PI's and prepare the remuneration statement as per the approved budget and obtain approval from competent authority for release of remunerations for the month.
- Salary Payslips shall be generated by Accounts Associate from software and will distribute the same to employees by 10th of every month.

11. Interim Closure

- Books shall be closed at the end of every month.
- Assistant Accounts Officer shall submit MIS reports to the Director in the prescribed specified format.
- The objective of the MIS shall be to focus on key areas of importance where fund flow shall be expected to be high and require control.
- The Institute shall get its books audited every quarter by Internal Auditor.
- The Assistant Accounts Officer shall circulate audit observations to all concerned departments.
- Departments shall give their justification/explanation within 7 days of receipt of audit observation.
- The justifications/explanations shall be summarized by the Assistant Accounts Officer, and forwarded to the Director.
- The justifications shall then be forwarded to the Internal Auditor.

12. Year End Closure

- Assistant Accounts Officer shall ensure all bills for the year are accounted.
- During the last week of March, Assistant Accounts Officer shall send an intimation via email to all concerned Department Heads requesting submission of any pending bills for the financial year.
- Such bills shall be sent to the accounts department by the first week of April.
- In cases where bills are due to be received but not received by the first week of April, department heads shall estimate the liability and intimate accounts to create a provision for the same.
- Bank reconciliation shall be completed immediately on closing of books.
- Fixed Asset Register shall be updated and depreciation calculations checked.
- A separate list shall be made of any cheques in hand on the last working day of March (year-end) and the total amount accounted in the 'Cheques-in Hand' ledger.
- All statutory remittances shall be made within the due dates.
- All internal audit reports for the year shall be furnished to the Statutory Auditor.
- Books shall be handed over for Statutory Audit by 1st week of June of every year.

Amendments

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भारतीय बागान प्रबन्ध संस्थान बेंगलूर

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