

**PRASAR BHARATI**  
(India's Public Service Broadcaster)  
Prasar Bharati Secretariat  
(Budget and Accounts)  
6<sup>th</sup> Floor, Prasar Bharati House,  
Copernicus Marg, New Delhi-110001  
**Phone-011 23118414**

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

**Dated 20 .05.2020**

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

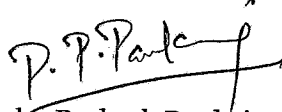
Please refer to this office letter of even no. dated 17.03.2020 vide which various information were sought for the purpose of finalization of accounts of Prasar Bharati for the financial year 2019-20. In this regard, it has been brought to the notice of this office that various office are facing difficulty in providing the desired information. In view of the same, the instruction seeking information have been simplified. Precisely, for the purpose of preparation of accounts on accrual basis we need the details of liabilities and assets as given below:

1. The details of various current liabilities as on 31.03.2020 such as advance income, deposits received, outstanding expenses.
  - i. Advance received but not fully utilized including Deposit works.
  - ii. Earnest Money Deposits, Security Deposits or any other deposits received.
  - iii. Interest and penal interest due on Loans and Advances but not paid.
  - iv. Amount received for specific purposes.
  - v. Statutory dues payable.
  - vi. Salary for the month of March, DA from January to March, bonus payable for 2019-20.
  - vii. Other deducted amount from employee transferable to their parent office like GPF, HBA, etc.
  - viii. Any other outstanding expenses and outstanding liabilities as on 31.03.2020.
2. The details of various current assets as on 31.03.2020 such as prepaid expenses, deposits with Govt. Departments, Accrued income.
  - i. Details of Sundry Debtors with age-wise breakup.

- ii. Cash Balances including imprest, bank balances in current accounts, amount of FDRs/ Term Deposit and any other account balance.
  - iii. Security Deposit made with other authorities like Security Deposit for electricity connection, water connection etc.
  - iv. Loans and advances recoverable from staff and others, if any.
  - v. Expenses paid in advance such as Insurance charges , AMC charges.
  - vi. Income accrued but not received such as amount recoverable from other Ministries/ Govt. Departments for work already 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.
  - x. Inventories including provisions thereof, if any
3. In addition to the above, the following information may also be provided:
- i. Station wise consolidated Physical verification report of fixed assets/ stocks.
  - ii. DDO wise Physical verification in respect of Cash balances and FDRs/CLTDs/ Term Deposits as on 31-03-2020.
  - iii. Amount paid during the year and outstanding dues in respect of Spectrum and Space Segment Charges.
  - iv. Details of Capital work-in-progress.

ADG (Fin.) is requested to provide the above information in a consolidated form after collecting from concerned divisions/ DDOs latest by 22.05.2020.

This may please be accorded TOP PRIORITY.

  
Pushp Prakash Pankaj  
Deputy Director (F&A)

1. All Pay and Accounts officers.

Copy to:

1. S.S.Negi, Sr. Accounts officer, Prasar Bharati for information and necessary action.
2. DDG (Tech.), PB Sectt. w.r.t. upload the above letter on the Prasar Bharati Website and E-office.