



PRASAR BHARATI
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
(Budget & Accounts Section)
6th Floor, Prasar Bharati House,
Copernicus Marg, New Delhi-110001

No. ADG (B&A)/(AI)/A/Cs/2023-24/02

Dated 04.04.2024

Subject: - Guidelines for closure of Annual accounts for the Financial Year 2023-24-reg.

As you are aware, the financial year 2023-24 is closed and the annual accounts of Prasar Bharati for the financial year 2023-24 are to be prepared for onward submission to CAG for audit with the approval of PB Board by 15th May, 2024. Accordingly, target dates for submission of accounts by all DDOs have been fixed at 15th April, 2024 for online submission of Receipts & Payments in EMS software and 25th April, 2024 for submission of all other requisite information pertaining to the field units/zonal offices duly **consolidated at the Directorate Level**. The Directorates/other offices are required to check the information for its accuracy & completeness and forward the consolidated information after due verification to this office latest by 25th April, 2024.

Below mentioned points needs special attention:

1. It has been observed that most of the field units are either booking some cash/bank transactions under wrong head or not booking at all in monthly Receipts & Payments accounts which leads to wrong compilation of financial records/data and therefore the true and fair consolidated financial statements of Prasar Bharati cannot be prepared and presented. Some of the transactions are mentioned below:
 - i. **TDS deducted by third parties:** It may please be ensured that TDS deducted by third parties must be accounted for in the Receipts & Payments account on both sides of receipts & payments accounts. The amount of TDS deducted may be added on the receipt side under the same head to which receipts pertains and simultaneously posted on the payment side under the head "Other Payments" - Income tax/TDS deducted by third parties (recoverable from Income Tax Department).

For Example: Total sale value is ₹ 1,18,000 wherein the GST of ₹ 18,000 is included. Income Tax TDS deducted is ₹ 2,000/-. The amount actually received is ₹ 1,16,000.

Posting of the above transaction in EMS should be made as follows:

- On receipts side ₹ 1,18,000/- in concerned receipt head and on the payment side TDS deducted ₹ 2,000/- under the head "Other Payments" - Income tax/TDS deducted by third parties (recoverable from Income Tax Department) and increase the bank balance by ₹ 1,16,000/-.
- ii. Sometimes banks deduct TDS on the interest earned on FDR/CLTD/Flexi account/MODS balances in-spite of instructions issued not to deduct the TDS as Prasar Bharati is exempted under income Tax act. **The gross interest (Interest earned +TDS deducted by bank) may be accounted for as interest earned on FDR/CLTD/Flexi account/MODS balances on the receipt side of EMS and simultaneously posted on the payment side under the head "Other Payments" - Income tax/TDS deducted by third parties (recoverable from Income Tax Department).** Form 16A may be obtained from the bank for all such TDS deductions and send to this office for necessary action.



- iii. **Sale of Assets /obsolete items:** It has been observed that brokerage charges paid to broker is not accounted for in the Receipts & Payments Accounts in EMS and only net amount is booked on receipts side (Sale price of assets-brokerage charges). The proper way is to book gross amount (amount of invoice issued) of sale of assets on receipts side and brokerage charges paid on the payment side.

Typical Example of sale of assets

After bidding, the successful bidder is required to deposit 25% of the bid amount. Rest of the amount is deposited later on. Broker normally deduct his commission and remit the net amount.

Example: Successful bidder has bid for Rs. 10,00,000/- .The broker charged 3% brokerage charges. In the present case the bidder will remit 2,50,000 immediately and the same may be booked as receipt (sale of assets not as Security Deposit). The broker will issue invoice for Rs. 30,000/- plus GST. The brokerage will remit you Rs. 7,50,000-30,000-GST on 30,000+TDS on 30,000/-. You are required to book on receipt side Rs. 7,50,000/- and on payment side broker charges Rs. 30,000/- plus GST. TDS deducted will also be shown in respective columns on Receipts and Payments side in EMS. **Input credit must be availed for the GST charged by the Broker.**

In Addition to above, TCS is normally charged on the sale proceed. TCS collected may be posted on the receipt side under parking head TCS and also posted on the payment side under the parking head TCS at the time of making of payment.

- iii. **Interest earned on Security Deposit:** Interest earned on Security Deposited with Electricity authorities, Telephone authorities and water supply authorities may be booked as "Interest paid by third parties on Security Deposit(Electricity/Jal/Telephone)" on the Receipts Side of the R&P. TDS on such interest, if deducted, by Authorities may be booked together with the interest amount as interest earned on receipts side and simultaneously posted on the payment side under the head "Other Payments" - Income tax/TDS deducted by third parties (recoverable from Income Tax Department).
- iv. **It has been observed that recovery of some transactions** like licensee fee, power charges, interest earned, etc are transferred to Budget Division by means of cheques or directly crediting in the Prasar Bharati Receipt Account / Expenditure Account without entering them in the Receipts and payments account in EMS. The correct procedure is that all receipts must entered in the Receipts & Payments account and remitted in the receipt account of the respective Directorate/PB through Bank Transfer /NEFT /RTGS on **monthly basis** and should be booked on the payment side under inter current account-Funds transfer to PB. In any case, **no Cheque should be sent to Budget Division of Prasar Bharati. All unspent / surplus funds Except Salary and BIND scheme should be transferred to Prasar Bharati in expenditure account by means of bank transfer / NEFT/ RTGS and should be posted in the head Surplus amount transfer to Prasar Bharati.** Surplus amount lying in old salary account may be remitted in Account No. 35824818680. **The limit in TSA (salary, BIND) not utilized during the year must be shown on the payment side under head surplus amount transferred to MIB in the month of March, 2024.**
- v. It has been observed that all transactions booked in the bank book /cash book are not entered in the Receipts & Payments Account of EMS. This may please be ensured that figures posted in the **bank book must tally with the figures booked in Receipts & Payments account in EMS.**



- vi. **It has been observed that some units received commercial receipts on behalf of other units (CBS).** In this case, it should be booked under the parking head on the receipts side of EMS and simultaneously transferred to the concern field units (CBS) by booking under the parking head on the payment side of EMS.
- vii. Expenditure against the BIND Scheme:- It should be booked under the Head "Programme Expenses-Expenditure from Government Grants" for revenue expenditure (Annexure III(b)) and capital expenditure under the **Head "Fixed Assets" against the capital grants (annexure IV(b)).**
- viii. **No Closing balance should be shown in the March 24 accounts** because all the limits available in TSA(RBI) account automatically lapse on the mid night of 31st March. **All the unutilized balance may please be shown on payment side under item No. 7 (Refund of Surplus Money / Loans and Interest thereon) (ii) Surplus money surrendered to MIB (TSA) separately for salary and BIND.**
- ix. Closing balance of CFDL accounts must tally with the closing balance of CFDL bank account statement.
- x. All the Cluster Head must ensure that balances pertaining to **parking heads** in respect of closed DDOs (21-22, 22-23 and 23-24), **Security Deposits and closing balances in all heads** must be cleared so that no Liabilities / Assets appeared in the Prasar Bharati Annual Accounts for the financial year 2023-24. Annexure of parking heads for AIR and DD for 2022-23 is attached herewith.
- xi. All the deductions from the salary bills/contractor bills must be incorporated in the accounts. All deduction which finally pertain to other office (Payable to other offices like income tax. PAO etc.) must be entered on the receipt side in the parking heads and on payment side while remitting the amount to the concerned offices.
- xii. **No money should be kept out of Accounts (Receipts & Payments) for any reason.**
- xiii. **All Fixed Assets purchased during the year 2023-24 must be accounted for under the head "Expenditure on Fixed Assets".**
2. **Advance income received:** - Details of opening balance of advance, advance received during the year, amount of advance adjusted during the year and closing balance of advance at the end of financial year (31-3-2024) may please be furnished in **Annexure "A"**.

3. **Sundry Debtors:** The details of the opening balance of sundry Debtors, invoices issued during the year, Amount received from the debtors and closing balance of debtors shall be furnished in the Annexure 1 and age wise and category wise details of the debtors shall be furnished in formats prescribed in Table-1 and 2 of **Annexure "A"**.

Kindly ensure that amount received in advance, amount received from debtors and amount received against invoices and TDS deducted by third parties in the same year must tally with the amount booked in concerned Receipt Heads.

4. Contingent Liabilities: - A contingent liability is

- i. A possible obligation that arises from past events and the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the organisation: or
 - ii. A present obligation that arises from past events but is not recognized because:
 - a. It is not possible that an outflow of resources embodying economic benefits will be required to settle the obligation : or
 - b. A reliable estimate of the amount of the obligation cannot be made.
- Here 'contingent liabilities' are used for those liabilities that are not recognized because their existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the control of the organisation. In



addition, 'contingent liability' does not meet the recognition criteria. The information of contingent liability as on 31-3-2024 may please be furnished in table 3 and 4 of the **Annexure 'B'**.

5. Physical verification of Fixed Assets, CWIP, Inventory etc.:

A consolidated report of physical verification carried out during the year 2023-24 as per the GFR's provision may please be forwarded to Prasar Bharati along with the details of discrepancies noticed on physical verification.

6. Physical verification of cash: The closing balance of the cash as on 31-3-2024 should be verified by the DDO/HOO and a certificate may be recorded on the bank /cash book. Both the Directorates and vertical heads may ensure that all DDOs have recorded the above certificate on the bank /cash book. Both the Directorates and vertical heads are requested to furnish the report of physical verification of cash and also pointed out any discrepancy noticed during the physical verification.

7. Bank Reconciliation Report: Both the directorates and vertical heads may ensure that all field units have completed the bank reconciliation for the month of March, 2024 before submission of monthly account of March, 2024. The detailed guidelines for doing the Bank Reconciliation are also being issued separately. Both the Directorate and vertical heads may ensure compliance of circular relating to the bank reconciliation.

8. Details of liabilities and prepaid expenses: Prasar Bharati prepares the account on accrual basis hence the details of all liabilities and prepaid expenses (Excluding information sought vide point No. 10 of guidelines) may please be furnished in table 5, 6, 7 and 8. **Below mentioned information may only be furnished in table 5 and not to be entered in table 6.**

- i. Gross Salary including NPS employer contribution for month of March paid in April 2024.
- ii. Bonus due for 2023-24 to be paid in October 2024 @ last year.

9. Advances paid to employee which have not been adjusted up to 31-3-24 may be furnished in table 6.

- a. LTC
- b. Medical Advance
- c. Travelling/Transfer advance.

10. Please find attached the details of parking heads outstanding at the end of 22-23 which are required to be cleared during the year 23-24

11. Accrued interest is interest due on our bank deposits but not actually realized. All the office who have made FDR, CLTD or MOD balance may please obtain a certificate of accrued interest from the Bank in which FDR/CLTD or MOD balance is maintained. **This certificate must be emailed by all offices who had opened FDR/CLTD or MOD balance to this office positively by 10th April, 2024.**

It is requested that both the Directorates and other verticals of PB should submit the above mentioned documents and information strictly in prescribed formats duly consolidated along with soft copies on e-mail id pbaccount@prasarbharati.gov.in latest by 25th April, 2024 positively. All these documents/information should be submitted in a single



lot by both Directorates and other verticals of PB. In case of any clarification please contact on 011-23118414, 01123118415 and 01123118465.

For timely adoption of audited financial statements by Prasar Bharati Board and laying down the same in parliament, all verticals of PB are requested to ensure to adhere to the aforementioned timelines. In case of non-submission of correct R&P accounts and other documents/information as mentioned above within the specified timeline, this secretariate will be constrained to withhold the release of fund to all responsible cluster heads.

This is issued with the approval of the Competent Authority.

31. 8/12/2017
4/4

(Anil Bhardwaj)

Dy. Director General (B&A)

To:

DDG (Fin), DG:AIR/DDG (Fin), DG:DD

Copy for information & n/a to:

1. PS to DG: DD
2. ADG (Fin), PB
3. ADG (NABM)
4. ADG (A) (SZ/NZ/EZ/WZ/NEZ)
5. CE (Civil), CCW
6. DDG (Admin.), DD/ AIR
7. DDG (PB Sports), PB Sectt.
8. DDG (Fin.), DD/ AIR
9. DDG (Comm.), DD/ AIR
10. All PAOs of DD/ AIR
11. DDG (Tech.), PB Sectt. with a request to upload this Circular on e-office

FORMAT FOR BILLING DETAILS															
Advance				Debtors				Reconciliation							
Opening balance of advance	Advance received during the CY	Advance adjusted during cy	Closing balance of advance	Opening balance of debtors	Detors added during the CY	Amount received from debtors during CY	Closing balance of debtors	Invoice issued during the year and amount received in same year	credit Note	Billing Amount FOR CY	Amount booked in EMS under the Head (5) Income where GST is applicable (i.e item a to g)	Amount received during the Year as reported in this billing details	Difference between l and m (It must be zero)	Remarks (Reason of difference must be provided in this column)	
(a)	(b)	(c)	(d)=a+b-c	(e)	(f)	(g)	(h)=e+f-g	(i)	(j)	(k=c+f+i-j)	(l)	m=b+g+i			
10000	25000	15000	20000	40000	100000	120000	20000	250000	20000	345000	395000				

Table 5**Details of Salary and Bonus**

	Item	Govt. Emp.	PB Emp.	Total
A	Liabilty/Provision			
1	Gross salary including NPS employer contribution for the month of March, 23			
2	Bonus payable for 2022-23			
	Total			

Table 6 (actual amount to be filled)

Establishment Expenses other than covered in table 5	Outstanding			Preapaid/advances		
	Government	PB	Total	Government	PB	Total
(i) Salary arrear						
(ii) Wages						
(iii) LTC						
(iv) Leave Encashment on LTC						
(i) Leave encashment (retirement)						
(ii) Gratuity						
(iii) Employer Contributions of CPF/NPS						
(iv) Provisional payments						
(v) Other pensionary charges if any						
(i) Medical						
(ii) OTA						
(ii) Staff Welfare Expenses						
Total						

Table 7 (Actual amount in Rupees)

Sr. No.	Other Administrative Expenses	Outstandi ng	Prepaid / unadjusted advance	Remarks
1	TA on Tour			
2	TA on Transfer			
3	Foreign TA (Normal)			
4	Foreign Tour(Permanent Correspondence)			
5	Rent Rates & Taxes (normal)			
6	Rent Rates & Taxes (Special, other taxes including property tax, Municipality taxes etc.) Municipal tax etc.			
7	Advertising and Publicity			
8	Security Management			
9	Fuel Charges for power Supply			
10	Information Technology			
11	AMC for IT related equipments			
12	Misc. Office Expenses			
13	Postage			
14	Mobile			
15	Landline phone			
16	Internet Charges			
17	Insurance			
18	Insurance(Land and Buildings)			
19	Insurance (Plant & Machinery)			
20	Insurance (other items if any)			
21	Printing & Publicity			
22	Stationery items			
23	Consumables items			
24	Local Conveyance			
25	News Paper, books & Magazines			
26	AMC for office equipments			
27	Other Misc Expenses			
28	Payment to Casuals			
29	Liveries			
30	Commisssion paid to brokers for sale of assets/scrap			
31	Stipend and Scholarship			
32	Motor Vechicle (Hiring Charges)			
33	Motor Vechicle (Fuel Charges)			

34	Motor Vehicle (Repairs & Maintenance)			
35	Amount remitted to employees (Hospitality)			
36	By office, such as gifts and other entainment expenses etc (Hospitality)			
37	Seminar / Workshop / Training			
38	Minor Works (Routine)			
39	Minor Works (Special)			
40	METP (Routine)			
41	METP (Special)			
42	Satellite Payment			
	Total			

Table 8 (Amount in Rupees)

Sr. No.	Program Expenses (Plan and non Plan)	Outstanding			Prepaid		
		Govt. Grant	IEBR	Total	Govt. Grant	IEBR	Total
1	Royalty						
2	Payment to stringers/PTC						
3	Content sourcing						
4	RNU Content sourcing						
5	Payment to Artists, guests etc.						
6	Payment to Casuals assignees						
7	RNU Payment to Artists, guests etc.						
8	Remuneration/Fee to Contractual						
9	Share of Other Agencies in Revenue Sharing arrangements						
10	RNU Payment to Casual Assignees						
11	Payment to News Agencies						
12	RNU Payment to News Agencies						
13	RNU Remuneration/Fee to Contractual						
14	Other Programme Expenses including Scenic/makeup material, hiring charges of Camera DSNG/studio/hall etc.						
15	RNU Other Programme Expenses including Scenic/makeup material, hiring charges of Camera DSNG/studio/hall etc.						
16	Expenses on VIP coverage						
17	Professional/Arbitration/legal/Audit /CA Charges						
	Total						