59.3 The Director shall maintain regular accounts of all money and properties in respect of the affairs of the Institute and shall prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Institute in consultation with the Auditor of the Institute. The Budget & Finance Officer of the Institute will advise the Director on all matters concerning Audit and Accounts. He will be responsible to the Director for the accuracy and completeness of the Accounts of the Institute in accordance with the Bye-laws of the Institute.

59.4 The primary accounts of the Institute will be maintained in the following form :

(i) Cash Book and Petty Cash Book

(ii) Receipt Book and its Stock Register.

(iii) Ledgers.

(iv) Stock Register of Cheque Forms.

(v) Register of Advances.

(vi) Contingent Charges Register.

(vii) Bills Register.

(viii) Expenditure Control Register.

(ix) Permanent Asset Register.

(x) Stock Register for Expendable articles.

(xi) Stock Register for non-expendable articles.

(xii) Other relevant records.

60. ACCOUNTS & AUDIT

60.1 The accounts of the Institute shall be maintained in such form as may be prescribed by the Government of India.

60.2 The Accounts of the Institute will be audited annually by a firm of Chartered Accountants i.e. Statutory Auditors as defined in Chartered Accountants Act 1949 (Act XXXVIII of 1949) appointed by the Governing Body, and any expenditure incurred in connection with such audit shall be payable by the Institute to the Auditors. The accounts of the Institute may also be subject to audit by the Comptroller & Auditor General of India as per provisions of the General Financial Rules.

60.3 The results of the audit shall be communicated by the Auditor to the Institute which shall submit a copy of the Audit Report alongwith its observations to the Government of India.

60.4 As soon as possible after accounts for a given financial year are closed but not later than following September, Director will casue to compile Annual Accounts for the year, of the funds of the Institute showing :

(i) Income and expenditure Account.

(ii) Receipts and Payments Account, and

(iii) Balance Sheet.

60.5 The accounts of the Institute as certified by the Chartered Accountant/Comptroller and Auditor General of India or any other person appointed by Comptroller and Auditor General of India in this behalf together with the audit report thereon shall be forwarded annually to the Government of India after getting the approval of the Governing Body of the Institute.

ANNUAL REPORT

The Institute shall prepare every year a report on its activities during that year and submit the report to the Central Govt. in such form and on or before such date as may be prescribed by rules.

3.5.5. to function as an accredited testing and reference laboratory for quality control of biological and immunobiological products and evaluate and advise on the emerging technologies in these fields in terms of their specificity, sensitivity and replicability.

3.5.6. to train scientific and technical personnel in the procedures for development of testing standardisation and quality control methods of biologicals and immunobiologicals.

3.5.7. to develop technical guidelines/manuals on standards to be used by manufacturers and also for training scientific and technical manpower for standardisation and quality control.

3.5.8. to undertake research, establish linkages and exchange personnel with different institutions in India and abroad for the furtherance of its mandate.

3.5.9. to advise Government of India and State Governments and their agencies and various other institutions in the further development and implementation of testing procedures for biological and immunobiological products.

3.5.10. to carry out such activities with regard to the enforcement of standards for biological and immunobiological products as may be entrusted to the Institute by the Government of India.

3.5.11. to do all such other lawful deeds as are conducive or incidental to the attainment of the above objectives.

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