

SPEED POST

No. 15039/108/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi
Dated the 06th November, 2017

To

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
2. The Adviser to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
3. The Advisor to the Administrator, UT of Lakshadweep, Kavaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
6. The Adviser to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
7. The Chief Secretary, Government of Puducherry, Puducherry.

Subject: Guideline for creation, updation and maintenance of Asset Register in the Ministries and Departments of Central Government and introduction of e-Asset Register Portal - regarding.

Sir,

I am directed to forward herewith a copy of Budget Section's OM No. 10/33/2017-Bgt.-I dated 25/10/2017 along-with OM No. 3(2)/e-Asset Register/ARC/2017-18/994 dated 20/09/2017 (copy enclosed) of Ministry of Finance, Department of Expenditure on the above mentioned subject for information and necessary action.

Yours faithfully,

(M. N. Khan)

Under Secretary to the Government of India

Ph.: 23093147

Encl : As above

SECRETARY / FINANCE DEPARTMENT
सचिवकारण / SECRETARIAT, MOTI DAMAN
दमन एवं दिव / DAMAN & DIU

F.T.S. DIARY

INWARD No. 2260 Dt. 20/11/17

OUTWARD No. _____ Dt. _____

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D.N./1803/UT(G)
27.10.17

MOST IMMEDIATE

File No. -10/33/2017- Bgt.-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya
(Budget-I)

North Block, New Delhi
Dated : 25 Oct, 2017

OFFICE MEMORANDUM

Subject:- Guideline for creation, updation and maintenance of Asset Register in the Ministries and Departments of Central Government and introduction of e-Asset Register Portal.

AS(UT)

The undersigned is directed to forward herewith Ministry of Finance, Department of Expenditure O.M. No. 3(2)/e-Asset Register/ARC/2017-18/994 dated 20.09.2017 (copy enclosed) on the subject cited above for information and necessary action.

Encl: As above

advison(UT)


(Anjana)

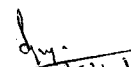
Under Secretary to the Govt. of India
Tel. No. 23094237

To

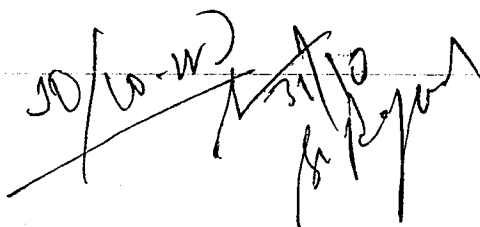
1. AS&RGI
2. All Additional Secretaries in Ministry of Home Affairs AS(UT)
3. All Joint Secretaries in Ministry of Home Affairs.

Copy for information to:-

1. PS to AS & FA (Home)/ Pr. CCA (H)
2. PS to CCA(H)/CA(B).


25/10/17
(Sanjay Kumar)
Section Officer
☎ 2309-2048

30.10.2017

30/10-17


1753 No.3(2)/e-Asset Register/ARC/2017-18/994
24/10/2017

Ministry of Finance

Department of Expenditure

Controller General of Accounts

Maha Lekha Niyantarak Bhawan, GPO Complex

E-Block, INA, New Delhi-110023

Dated the 20 September, 2017

OFFICE MEMORANDUM

Subject: Guideline for creation, updation and maintenance of Asset Register in the Ministries and Departments of Central Government and introduction of e-Asset Register portal

In order to function efficiently, any organisation in Government should know at any given time the location and condition of their assets, and whether they are being utilised optimally. Moreover, timely maintenance of assets can extend the life of the asset and enhance its service potential. Proper asset recording, regular update of asset registers, and regular review of assets can also prevent misappropriation and loss. Reliable information on assets helps the executive in planning on delivery of services in the short term and long-term. Capital investment decisions also benefit from such reliable information.

2. Under the FRBM Act, 2003 FRBM Rules, 2004 prescribe the format for the preparation of Asset Register for Government of India. The FRBM Rules require the recording of Physical as well as Financial Assets. Rule 211 on Lists and Accounts in "Chapter 7: Inventory Management" of GFR, 2017 prescribes the format in which the Register of Fixed Assets shall be maintained by the Officer-in-charge of stores in all Ministries/Departments (Form GFR-22). The requirements of these Asset Registers in respect of Fixed Assets including Land and the method of consolidation of Asset Registers across offices in a Ministry/Department are detailed in these guidelines. For the present, the reduction in the block of such assets will be matched with the progressive capital expenditure on a proforma basis. At a later date based on suitable changes in the accounting policy, the assets will be matched with balances by asset categories in the books of account. Separate orders shall also follow regarding the Asset Registers in respect of Financial Assets.

3. The primary units of appropriation (object heads) under Capital Expenditure presently mentioned in the Delegation of Financial Powers, Rules, 1978 provide for few asset classes. A proposal for revision of object heads with more details to indicate the additional asset classes is under consideration of Government. The amplified list, once applied, will enable the Ministries/ Departments to classify various categories of assets in accounts in a more transparent manner. Based on the approved revised object heads, a Ministry/ Department /Office wise periodical statements based on monthly / annual accounts will be available for

For Budget Section MHA



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