



Guru Gobind Singh Indraprastha University

Dwarka Sec-16c, Delhi – 110078

(Finance and Accounts Branch)

OFFICE MEMORANDUM

NO. F.IPU/Accts/ 2019-2020/ 239

Dated: 29/01/24

Sub: Observance to the Audit Para raised in the Separate Audit Report(2016-17) by the Comptroller and Auditor General of India regarding non-maintenance of Fixed Assets Register with respect to fixed assets procured against the grants received by the University-regd.

In order to take corrective steps on the above said subject matter, University Schools/departments are required to maintain a Register of Office equipments, Electronic Gazettes, Lab-Equipments and other Capital Assets/Equipments procured from the Non-recurring portion of the Grant as per the format enclosed and provide the same in hard and soft copy to the University Central Stores for maintaining a Centralized Fixed Assets Register(FAR).

Similarly, in respect of the assets created out of the University funds, same format shall be adopted and transferred to the University Central Stores for maintaining the Centralized FAR.

Thus, all the University Schools/Centres/Departments are requested to update/maintain relevant records in the prescribed manner so that the same could be produced before the Audit, as and when demanded

Should there be any clarification on the issue, the undersigned could be contacted.

The matter may be accorded "**Priority**".

This issues with the approval of the competent authority.

For upload
AM
29-01-24
TA, UITS

(Parveen Kumar Gupta)
Assistant Finance Officer
(Finance and Accounts)

Copy to :

1. All Deans, GSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Librarian, GGSIPU
6. Consultant, UWD, GGSIPU
7. Superintending Engineer, UWD, GGSIPU
8. A.R. to Vice Chancellor, GGSIPU
9. A.R. to Registrar, GGSIPU
10. Incharge, UITS - for uploading the same on the University website.
11. Guard file.

Format for the preparing the Fixed Assets Register

| 1. | Type of Asset | | | | | |
|---|-----------------------------------|-----------|---------------|---------------------|------|--------|
| 2. | Opening Balance of the F.Y. _____ | | | | | |
| DETAIL OF Assets Purchase For F.Y. _____ | | | | | | |
| S. No. | Bill No. | Bill Date | Supplier Name | Description of Item | Qty. | Amount |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Value of Asset | | | | | | |
| Total value of Asset Purchased during the F.Y. + Opening Balance | | | | | | |
| Less Deprecation Value of Asset | | | | | | |
| Gross Value of Asset as on 31.03. _____ | | | | | | |

F-1

Format for the preparing the Fixed Assets Register

| 1. | Name of Department | | | | | | |
|--|---|-----------|---------------|--------------|------|--------|---|
| 2. | Name of Project | | | | | | |
| 3. | Name of Principal Investigator | | | | | | |
| 4. | Name of Funding Agency | | | | | | |
| 5. | Total Amount Sanction for the Capital Expenditure | | | | | | |
| 6. | Opening Balance | | | | | | |
| DETAIL OF Assets Purchase For F.Y. _____ | | | | | | | |
| S. No. | Bill No. | Bill Date | Supplier Name | Name of Item | Qty. | Amount | Type of Asset (Lab Equipment/ Office Equipment/ Furniture Fixture/ Software/ Networking/ Computer/Computer Peripherals etc.) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total Value of Asset | | | | | | | |
| Total value of Asset Purchased during the F.Y. + Opening Balance | | | | | | | |
| Less Deprecation Value of Asset | | | | | | | |
| Gross Value of Asset as on 31.03. _____ | | | | | | | |

Format for the preparing the Fixed Assets Register

| Name of Department | | | | | | | |
|---|----------|-----------|---------------|--------------|------|--------|---|
| Name of Project | | | | | | | |
| Name of Principal Investigator | | | | | | | |
| Name of Funding Agency | | | | | | | |
| Total Amount Sanction for the Capital Expenditure | | | | | | | |
| DETAIL OF Assets Purchase For F.Y. _____ | | | | | | | |
| S. No. | Bill No. | Bill Date | Supplier Name | Name of Item | Qty. | Amount | Type of Asset (Lab Equipment/ Office Equipment/ Furniture Fixture/ Software/ Networking/ Computer/Computer Peripherals etc.) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Notes :

- (i) Soft copy may also be furnished.
- (ii) Legible copy of the Register to be enclosed for verification.
- (iii) The amount should give bifurcation of Basic amount, tax, cartage + installation charges etc.