



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi – 110078

## Finance & Accounts Branch

No. F. IPU/Acctts/Audit/2019-2020/530

Dated 11/02/2022

**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 continuation of earlier circular No 239 dated 24.01.2021 as per the approval of the Hon'ble Vice Chancellor, in order to take corrective steps on the above said subject matter, University Schools/departments were required to maintain a Register of Office equipments, Electronic Gazzettes, Lab-Equipment 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 for sending to the University Central Stores for maintaining a Centralized Fixed Assets Registrar(FAR).

In respect of the assets created out of the University funds (including FRGS), same format is adopted and that shall also be 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 and submit to the accounts department initially before transferring of the same to Central Store, so that the same could be produce before the Audit, as and when demanded.

It is also requested that while issuing sanction order relating to the payments towards the purchase of Capital Assets against any type of Grant(FRGS, CSIR, DST, UGC, etc) hard copy of Fixed Assets Register duly signed by and forwarded by Dean must to be enclosed. Files shall be entertained for payment once the Fixed Assets Register in specified format is made available with the sanction order.

Soft copy and Hard copy of detailed Fixed Assets Registrar for the whole Financial Year will be required to be submitted at the end of Financial Year along-with request for Utilization Certificate.

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

The matter may be accorded "Top Priority"

This issues with the approval of the competent authority

(Prabhat Mishra)  
Assistant Registrar  
(Finance and Accounts)

**Copy to :**

1. All Deans, GGSIPU(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. A.R. to Vice Chancellor, GGSIPU
8. A.R. to Registrar, GGSIPU
9. Incharge, UITS – for uploading the same on the University website.