To,

1. The Officers in Charge
   All Sub Offices under PCDA(WC), CHD
2. IFA(WC), Chandimandir & IFAs under command.

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

Ref: HQrs Office letter no. AN/XII/18029/1/Asset Register dated 19/01/2018 and 24/04/2018. (Available on CGDA’s website)

-----------

It has been directed by the HQrs Office vide above referred letters to submit consolidated report in the prescribed format in respect of assets procured/acquired in the past period i.e. prior to 1st April 2018 for all the offices.

2. It is, therefore, requested to submit the required report in respect of your office, in the proforma enclosed, latest by 25/05/2018.

3. Further, for assets procured/acquired on or after 1st April 2018, the prescribed report may be forwarded at the end of next financial year i.e. by 31st March 2019.

4. Please accord it priority.

-----------

Copy to:-

The Office Incharge
IT&S,
Local

For uploading on PCDA website.

Sr. Accounts Officer (AN)