

कार्यालय, रक्षा लेखा प्रधान नियंत्रक (द०प०क०), खातीपुरा रोड, जयपुर-12

Office of the PCDA(SWC), Khatipura Road, Jaipur-12

Letter No.AN-II/149/Assets

Dated 14/05/2018

To

All sub offices.

Sub.: Guideline for Creation, Updation and Maintenance of Asset Register in the Ministry and Department of Central Govt. and introduction of e-Asset Register portal.

Ref.: HQrs Office letter of even No dated 19/01/2018 uploaded on the website of CGDA.


Please refer to HQrs letter cited under reference, under which guidelines for Creation, Updation and Maintenance of Asset Register in the Ministry and Department of Central Govt. and introduction of e-Asset Register portal has been circulated.

2. Hqrs office has desired a 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 under administrative jurisdiction of this office.

3. The desired report may please be furnished by 30/05/2018 to this office for onward submission to HQrs office.

4. For assets procured/acquired on or after 1st April 2018, the prescribed report may be forwarded at the end of the financial year i.e. by 15/03/2019.

5. Please accord TOP PRIORITY.


(Sonal Mehlawat)
Dy. CDA

Copy to:-

EDP Section

for uploading on website.


SAO (AN-II)