

# CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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No. AN/XII/18029/1/Asset Register

Dated: 19.01.2018

To,

All PCsDA/CsDA  
PCA (Fys) Kolkata  
CIA (Factory) Kolkata

(Through CGDA's website)

**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**

Controller General of Accounts OM No. 3(2)/e-Asset Register/ARC/2017-18/994 dated 20.09.2017 on the subject cited matter is forwarded herewith for your information and further necessary action, please.

2. The contents of the above mentioned OM may be gone through in detail and necessary action may be taken as per direction contained therein.

3. Further, a consolidated report in the prescribed format in respect of assets procured/acquired in the past period i.e. prior to 1<sup>st</sup> April 2018 for all the offices under your administrative jurisdiction including that of IFAs under your proforma control, may be forwarded to this HQrs Office as per dates stipulated in the circular i.e. by **31<sup>st</sup> March, 2018**. For assets procured/acquired on or after 1<sup>st</sup> April 2018, the prescribed report may be forwarded at the end of next financial year i.e. by **31<sup>st</sup> March 2019**. This may please be noted in the Report & Return Chart of your organization.

4. Please accord TOP PRIORITY.

Encl: As above.



(Kavita Garg)

Sr. Dy. CGDA (Admin)

2.

No.3(2)/e-Asset Register/ARC/2017-18/994  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Maha Lekha Niyantrak Bhawan, GPO Complex  
E-Block, INA, New Delhi-110023

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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

verifying the lists and details in the Asset Registers maintained by the Head of Offices/Departments.

4. It is imperative that the details of fixed assets owned by a government entity are recorded at creation/acquisition and maintained properly in the register prescribed for the purpose. Each Head of Office will maintain an Asset Register at the field office level (Format A summarised from detailed Registers for each asset class in formats A1 for Land, A2- Building, A3- Machinery and similar formats for other asset classes). At the close of the financial year, the assets listed in the field office registers (in the Format A) will be physically verified and closed by the Head of Offices. Thereafter a consolidated report in Format- B based on the physically verified Asset Register will be submitted to their respective Heads of Departments. The Heads of Departments will submit the consolidated Asset Register in Format –B, duly tallied with the expenditure shown in the Finance Account figures, to their respective Ministries / Departments.

5. While consolidating the assets at Ministry/ Department level, the assets with threshold value of Rupees two lakhs and above should be depicted separately. While summarising, the remaining assets should be clubbed together under a single line item “Others” under each category of asset. In this way, a report of Asset Registers at the Department/Ministry level will be available in Format- B at the end of the financial year. This shall facilitate suitable consolidation in the prescribed Format D-4 under Rule 6 of the FRBM Rules, 2004 (copy enclosed) for submission to the Budget Division, Ministry of Finance through proper channels.

#### Asset Register [Prospective Effect]

6. Any item of fixed asset acquired or purchased or constructed by Government of India on or after 1<sup>st</sup> April, 2018 should be recognised and recorded in the Asset Register (New). For this purpose, an item of asset above the threshold value of Rs. 5,000/- and having a life of more than twelve months from the date of acquisition shall be recognised as fixed asset in the classes detailed below. The cost of the acquisition should be reflected in the concerned page of the Asset Register. Where multiple stage payments are necessary for the creation of an asset, the entries should be on the same page and expenditure reflected progressively. After purchase or during acquisition/ construction process, each bill for payment shall be passed by the Pay & Accounts Officer (PAO) only when a certificate of entry in the concerned detailed Asset Register duly indicating page number and item number of entry by the Head of Office of the Asset Register is recorded on the bill by the Drawing & Disbursing Officer (DDO). It also follows that where the assets are created and owned by bodies and enterprises outside Government of India, the same shall not be included in the Asset Register.

7. **All Land, Buildings and Structures of permanent nature** will be recognised as assets irrespective of their value and life. **Infrastructure Assets** like roads and bridges will be included in the Fixed Assets. The **heritage assets** are of cultural, environmental or

historical significance e.g. historical buildings and monuments, archaeological sites, conservation areas and works of art like sculptures/ paintings etc. will also be included as fixed asset.

8. **Assets owned by the Government or acquired on long term lease (three years or more)** will be recognised for recording and accounting purpose. Accordingly, the amount spent on acquiring the leased assets for a period of more than three years will be capital expenditure and that for less than three years will be revenue expenditure. If an asset is given on lease to some department or non-government body, the details should also be recorded in the Asset Register in the remark column of the relevant asset item and the asset depicted under the concerned head.

9. **Capital -Works- in-Progress (CWIP)** may be defined as works/projects/acquisitions where the capital expenditure is being incurred on the projects in stages and where the work is in progress and completion may take time e.g. construction of a building or hydro electric power project or development of IT infrastructure or installation of Machinery and Equipment. The expenditure on such projects starts with the initiation of the project. In the accounts, the expenditure on such projects will be booked under the relevant object head of the asset. However, in the Asset Register maintained by the Head of Office, such expenditure in stages in respect of Works in Progress will be depicted in a separate column meant for it. As soon as the project is completed or commissioned, the total expenditure of that project in the 'CWIP' column will be closed and transferred to the 'Acquisition Cost' column of the relevant fixed asset. In cases, where the part of a CWIP project is independently ready for use, the related / proportionate cost of such project shall be transferred from CWIP to the relevant fixed asset. This transfer will take place in the Asset Register on the basis of a certificate issued by the competent authority, after physical verification of a project. Each Ministry/ Department will depute an authority to conduct physical verification of such CWIP projects annually at the close of the financial year and issue completion certificate so that transfer from CWIP to acquisition cost in the Asset Register could be carried out. As this entry will not affect the expenditure booked in accounts, no entry in accounts will be carried out for this transfer.

10. For every asset available in an office, the User/Custodian may be declared by the competent authority. This may be recorded in the Assets Register in the relevant column.

11. Any item of asset which qualifies for recognition should be recorded at its cost of acquisition. In case of fixed assets, including land, are acquired as gift, donation or sequestration etc. the same will be recorded at nominal value of Re.1/-. In case of land, the circle rates should be recorded and updated regularly but taken into account mainly at the time of disposal/ restructuring.

12. Based on the object heads proposed for classification of assets, the classes of fixed assets which will be recorded in the Asset Register are given below for easy verification:-

List of Assets		
	Asset	Definition
1	Motor Vehicles	It will include procurement of motor vehicles irrespective of its usage.
2	Machinery	It will include procurement of Heavy duty Machinery say over Rs. 10 lakhs (to be finalised in consultation with Ministries /Departments).
3	Equipment	It will include procurement of tools and plants for production as well as equipment for functional use.
4	Land	
5	Buildings	It will include Office Buildings, Residential Buildings, Other Buildings, Structures other than Buildings
6	Infrastructural Assets	It will include procurement of infrastructural assets such as Roads, Bridges, Tunnels, Irrigation Projects, Power Projects, Sports Infrastructure, Water and Sewage Projects, Railway assets, Ships, Ports, Satellites, Satellite Launch Vehicles, Airports, Aircrafts, Other Infrastructural Projects (include cable lines, sewage systems, rain water harvesting, solar systems, telecom towers, Transmission lines and electricity towers etc).
7	Furniture & Fixtures	Includes the furniture and fixture for office use and functional use as per threshold limit prescribed from time to time.
8	Arms and Ammunitions	It will include procurement of arms and inclusive of ammunitions in the procurement package.
9	Other Non-financial Assets	It will include procurement of non-financial assets like Non-motor Vehicles, Electrical Goods, Electronics Goods, Library Books and Publications, Items listed under Fine Art, Culture and Archives, Heritage Assets, Cultivated Assets, Computer Hardware, Computer Software, Intangible Assets

13. Rule 213 (1) of GFR, 2017 stipulates the physical verification of fixed assets annually. At the end of every year, the Head of Office should conduct a physical verification of fixed assets to ensure the availability of the same on site and enter the status of the asset as

verified in the said Asset Register. As regard CWIP projects, the Executive Authority should also conduct an annual review of all CWIP projects to assess their readiness for use and transfer from CWIP to the completed fixed asset.

14. Any **Loss or damage of fixed asset** shall be immediately reported by the subordinate authority concerned to the next higher authority as well as to the Statutory Audit Officer and to the concerned Principal Accounts Officer, even when such loss has been made good by the party responsible for it. Any difference in cost due to loss/ damage shall be taken up with the Ministry/ Department for obtaining sanction to remove the asset from the register and for write off of the loss/ damage and note of reduction on proforma basis in the books of accounts.

15. Any **Fixed Asset shall be** reduced/ removed from the Asset Register by an entry showing the manner of the disposal after sanction if it is, inter alia:

- i. Sold out;
- ii. Donated or transferred to any other entity;
- iii. Dismantled/destroyed or declared as obsolete or abandoned when no future economic benefits or service potential is expected from its use
- iv. Lost or damaged in natural calamity or accident like cyclone, tsunami, fire, public riots, theft etc.

The fixed asset shall be reduced/ removed after following the due administrative/ legal process and approval of the competent authority. In case of transfer of assets to another administrative unit in GoI or outside, the due process may be followed. Where prescribed the write-off shall be obtained and the effect given in the asset register. The annual physical verification should match the total assets in hand with that in the Register. Further the total amount for each class should match with the corresponding amount in the accounts of that field unit under corresponding object classes by effecting the progressive expenditure/ balances as per extant orders. Further detailed Guidance on all the aspects of definitions, recognition by asset category, measurement and additional disclosures shall follow based on stakeholder consultation and the recommendations of GASAB which are being formulated.

16. The Asset Register shall be prepared at different levels and submitted to authorities in the following manner: -

- (a) At the field level, the item wise Asset Register shall be maintained by the Head of Office as per **Format-A** and shall be submitted to the Head of Department on an annual basis for reporting and monitoring purposes;
- (b) Thereafter, a Consolidated register of assets in **Format-B** shall be compiled at the Head of Department level, which will be submitted to the respective Department, as applicable and in turn to the Ministry;

- (c) At Department/Ministry level, in **Format B**, for onward submission to the Budget Division if also required.

The requirement of Asset Register will become effective from the date of issue of this O.M. All the offices of the Ministries and Departments of Central Government should start the maintenance of Asset Registers for the assets acquired on or after this date.

**Asset Register [Retrospective Effect]**

17. This Asset Register may be initiated or augmented in a time-bound manner with immediate effect. Any item of asset which qualifies for recognition should be valued at its "Historical Cost". All assets having life of twelve months or more including a plot of land in respect of which original documents are not available should be valued at Re.1/-.

18. In respect of the assets acquired prior to **1<sup>st</sup> April, 2018**, an exercise of listing of such assets will be carried out in the following manner:-

- (a) The fixed assets that are expected to have future economic benefits or service potential should be identified through physical verification;
- (b) These should be identified and listed under the given class as per para 12 above;
- (c) The value should be assigned as per paras above.
- (d) The items presently procured under revenue expenditure like staffcar (motor vehicles), furniture and fixtures, office equipment, computers, data processing units and peripherals and electrical installations and Equipment above the threshold limit, should be listed after verification;
- (e) The fixed assets so identified as per para 18 (d) and listed should be recorded in a separate Asset Register.

19. All fixed assets may be listed in a time-bound manner and incorporated in the concerned Asset Registers:-

- a. In respect of the assets procured on or after **1<sup>st</sup> April, 2018**, the Asset Register may be maintained concurrently and closed at the end of the financial year and after physical verification reported to the respective Heads of Departments. All Ministries/Departments of Government of India, unless specifically exempted, may complete the exercise and submit the Asset Register in each quarter of the the financial year and the completed Register at year end.
- b. In respect of the assets procured/acquired in past periods i.e. prior to **1<sup>st</sup> April, 2018**, the Asset Register may be prepared separately by all the Heads of Offices and submitted to the respective Heads of Departments by **31<sup>st</sup> March, 2018**.

20. An e-Asset Register portal for all Heads of Offices is meanwhile being considered by the office of the CGA to enable the upload centrally of Basic Asset Registers. Detailed instructions and timelines in this regard shall follow to enable the Asset Registers as required above to be uploaded. For Ministries/Departments who have already developed an e-Asset Register, may communicate the details to this office so that suitable integration may be developed.

*Soma Roy Burman*  
20.4.17  
(Soma Roy Burman)

Joint Controller General of Accounts

To

1. Secretaries of all Civil Ministries/Departments in Government of India
2. Secretary (Defence Finance), Ministry of Defence
3. Dy. C&AG (Accounts), O/o CAG
4. Controller General of Defence Accounts, Ministry of Defence
5. Financial Commissioner, Railway Board, Ministry of Railways
6. Member (Finance), Department of Telecommunications
7. Financial Advisers of all Civil Ministries/ Departments
8. Joint Secretary & Financial Advisor, Department of Posts
9. All Addl. CGAs/Jt. CGAs and Dy. CGAs in O/o CGA
10. All Pr. CCAs/CCAs/CAs (I/C) of Ministries/Departments

Copy for information to:

1. Finance Secretary/Secretary (Exp)
2. Controller General of Accounts



**Form D-4**  
[ See rule 6 ]

**ASSET REGISTER**

	Assets at the beginning of the reporting year	Assets acquired during the reporting year	Cumulative total of assets at the end of the reporting year
	Cost (Rs.cr)	Cost (Rs.cr)	Cost (Rs.cr)
<b>Physical assets:</b>			
Land			
Building			
Office			
Residential			
Roads			
Bridges			
Irrigation Projects			
Power projects			
Other capital projects			
Machinery & Equipment			
Office Equipment			
Vehicles			
Total			
<b>Financial assets:</b>			
Equity Investment			
Shares			
Bonus shares			
Loans and advances			
Loans to State & UT Govts.			
Loans to Foreign Govts.			
Loans to companies			
Loans to others			
Other financial investments			
Total			

**Notes:**

1. Assets above the threshold value of Rupees two lakh only to be recorded.
2. This disclosure statement does not include assets of Cabinet Secretariat, Central Police Organizations, Ministry of Defence, Departments of Space and Atomic Energy.
3. Reporting year refers to the second year preceding the year for which the annual financial statement and demands for grants are presented.

[F. No. 7(3)-B(D)/2003]  
M. PRASAD, Jt. Secy.

Consolidated Asset Register for the year \_\_\_\_\_

Ministry/Deptt./Office of \_\_\_\_\_

Sr.No	Class of Fixed Asset	Opening Balance as on				Additions during the year				Derecognition during the year			Closing Balance as on			
		No of Units	Measurement unit where applicable	Total Acquisition cost	Remarks including cumulative receipts generated if any	No of Units	Measurement where applicable	Total Acquisition cost	Amount under CWP	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	Remarks including cumulative receipts generated if any
1	2	3	4	5	6	7	8	9	10	11	12	12	14	15	16	17
1	Motor Vehicles															
2	Machinery															
3	Equipment															
4	Land															
5	Buildings															
6	Infrastructural Assets															
7	Furniture & Fixtures															
8	Arms and Ammunitions															
9	Upgradation of Heritage Assets and n.e.c.															
10	Other Non-financial Assets															
	TOTAL		/													

Asset Register for Land

Ministry/Deptt./Office of \_\_\_\_\_

Sr No	Folio 1								Folio 2					Folio 3					Common to each folio		
	On acquisition								Status of physical verification as on 31 Mar each year					On Disposal /transfer etc. leading to derecognition							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Remarks	
	Bill No. and date	Name and address of Seller/ Donor	Physical Location (Full Address)	Area (Sq Ft)	Clear Title details	Custodian -name address and contact No	Acquisition Date	Acquisition Cost (Rs.)	Current Circle rate	Year	Clear Title confirmation (give details of any encroachment etc.)	Current Circle rate (on the last date of financial year	Remarks including receipts generated if any	Sanction no of Disposal/ transfer with details of transfer of title	Effective Disposal Date	Area disposed (in Sq Ft)	Estimated receipt and derecognition	Area (Sq Ft) retained			

Asset Register for Buildings(Residential)

Annex I.2

Ministry/Deptt./Office of

Sl No	Description	Folio 1										Folio 2 (additional folio a/b/c for each year)							Folio 3						Common to each Folio
		On acquisition										Status of physical verification							On Disposal						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
		Bill No. and date	Name and address of Seller/Donor	Physical Location (Full Address)	Area (Sq Ft) stating no. of floors	Clear Title details	Custodian name address and contact details	Amount under CWIP, if not commissioned	Acquisition Cost (Rs.)	Acquisition Date	Year of commissioning	Current Circle rate	Clear Title confirmation after physical verification (give details of encroachment, if any)	Amount under CWIP, if any	Acquisition Cost (Rs.)	Acquisition Date	Year of commissioning	Current Circle rate	Method of disposal (Transfer/sale/ loss etc)	Sanction no. of Disposal/ transfer	Amount received at disposal	Disposal Date	Sq Ft disposed	Sq Ft retained	Remarks

Note: In the e-Asset Register, the Administrative Authority shall be able to access summarised reports of CWIP not yet commissioned

Ministry/Deptt. /Office of \_\_\_\_\_

S.No	Folio 1										Folio 2				Common to each folio			
	On acquisition										On Physical verification							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	Bill No. and date	Name and address of Supplier /Donor	Description including Model no	Physical Location (Full address)	No. of Units	Acquisition Date	Acquisition Cost (Rs.)	Useful life	Custodian name address and contact	Amount under CWP	Year	Status- any change to be cited	Sanction no. of Disposal/ change in status	Date of change in status	Corresponding De-recognition (Rs.)	Value after de-recognition	Remarks	

Office-wise consolidated Asset Register for the year

Ministry/Department

Sr.No	Class of Fixed Asset	Opening Balance as on			Additions during the year			Derecognition during the year			Closing Balance as on			Remarks	
		No of Units	Measurement unit	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	1 Motor Vehicles														
	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														
	2 Machinery														
	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														
	3 Equipment														
	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														
	4 Land														
	Office 1														
	Office 2														

Sl.No	Class of Fixed Asset	Opening Balance as on			Additions during the year			Derecognition during the year			Closing Balance as on			Remarks	
		No of Units	Measurement unit where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Office 3														
	Office 4														
	Total														
6	Buildings														
	Office 1														
	Office 2														
	Office 3.														
	Office 4														
	Total														
7	Infrastructural Assets														
	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														
8	Furniture & Fixtures														
	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														
	Arms and Ammunitions														
9	Arms and Ammunitions														
	Office 1														
	Office 2														

Sr.No	Class of Fixed Asset	Opening Balance as on			Additions during the year			Derecognition during the year			Closing Balance as on			Remarks	
		No of Units	Measurement unit where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost	No of Units	Measurement where applicable	Total Acquisition cost		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Office 3														
	Office 4														
	Total														
	Upgradation of Heritage Assets and n.e.c.														
10	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														
	Other Non-financial Assets														
11	Office 1														
	Office 2														
	Office 3														
	Office 4														
	Total														

-15-