

(5.2) Asset Register

(5.2.1) Maintenance of Asset register - Land & Building.

1. A Land & Building Asset Register is being maintained in the Laboratories/Institutes in the prescribed proforma as per the instructions issued by the C.S.I.R. vide No. 17-CSIR(Audit)-Misc./54, dated 3.8.1956 and No. 1(5)/Accts. 69-60, dated 24th July, 1970.
2. In the above context, certain guidelines for keeping the land deeds/contracts have been issued by the CSIR vide No. 2/81/83-CDN, dated 30th December, 1983.
3. The need for keeping/updating the Asset register for Land & Building has been stressed by the Governing Body of CSIR while reviewing the accounts for 1983-84.
4. The lapses pointed out by the Audit in this regard were noted with displeasure by the Governing Body. The Director-General desires that immediate remedial action may be taken wherever necessary.
5. The Land & Building Asset register prescribed under CPWD Code- 120 has been adopted in CSIR . The figures of the Asset Register in respect of land & building of the Labs. must be reconciled with the figures appearing in the Balance Sheet as on 31.3.1984. This register is an essential document of a permanent nature.

It is emphasized that the same must be got completed in all respects and be kept in the safe custody of the Administrative Officer of the laboratory. In CSIR Headquarters, this document will be kept by the Engineering Unit.

6. Since the progress for updating this document is to be reported early to the Governing Body of the CSIR it is requested that earnest efforts may be made to complete and update the documents by reconciling the figures from Balance Sheet upto March, 1984.

(CSIR letter No. 1(5)/84-Reports, dated, 8th February, 1985)

(5.2.2) Maintenance of asset Register(s) with Progressive Values.

In the Inspection Report/Audit Report for the past several years the Director of Audit, Central Revenues has been observing that the figures under various headings of assets shown in the Balance Sheet were not reconciled with the progressive totals of the Asset Register. In fact, the progressive total of the value of all assets is not carried out in the concerned Asset registers as at present. While discussing the Audit Report on the Accounts of the CSIR for the year 1984-1985 with the Director of Audit, Scientific & Commercial Departments, the difficulty of reconciling the value of all asset registers with that shown in the Balance Sheet pertaining to all the previous years (over 25 years) was explained in detail. Finally it has been decided in consultation with the Director of Audit (S&CD) that reconciliation of the figures may be done prospectively. Accordingly, the value of all asset items shown in the Balance Sheet for the period ending 31.3.1987 will have to be reconciled with the value shown in the respective Asset Registers.

Abstract Asset Registers (AAR)

The Balance Sheet of the CSIR is prepared on cash basis; therefore if any advance payment has been made for procurement of assets the expenditure will be reflected in the Balance Sheet, whereas in the respective asset register no entry might have been made as the asset might not have yet reached the laboratory. Similarly, in certain cases asset item might have been received and entered in the concerned Asset Register, but if payment has not been made the value of such asset will not be shown in the Balance Sheet. Therefore, full reconciliation of figures in the Balance Sheet with that in the Asset Registers may not be feasible.

It has, therefore been decided that one 'Abstract Asset Register (ARR)' will be opened in all concerned *Sections separately for each budget sub-head*, in which all addition of assets during the year and the progressive values will be shown, quoting reference to the relevant asset register. The balance under various asset headings shown in the Balance Sheet for the period ending 31.3.1986 may be adopted as '*Opening Balance*' in the concerned AAR.

Detailed procedure

Entries in the AAR will be made at the time of certifying the suppliers'/other bills. The AAR will have the following columns :-

- i. Date**
- ii. Serial Number**
- iii. Supplier/Order No. and date**
- iv. Bill No. and date**
- v. Description**
- vi. Quantity**
- vii. Total Cost**
- viii. Progressive total (of cost)**
- ix. Asset Register Reference (Vol.No. Page No.)**

Similarly, value of assets written off, gifted away, transferred to another laboratory or disposed of in any other manner during the year also should also be entered in the AAR in red ink and the progressive value reduced suitably in this AAR, information and the items of assets procured and paid for (including Advances Payment) during any particular year should be entered.

The amount of advance payment should also be entered in the AAR by the respective sections. In respect of equipment etc. Purchase Section in the labs initiates action and advance payment is arranged by that Section, it would be necessary that the Purchase Section intimates the amount of such advance payment to the respective Sections which will receive these equipments /assets items for entry in the AAR. If the dealing section (say, General Section/Library Section) initiates the proposal for advance payment, it would be their duty to show such figure in the AAR also. The intention behind the procedure is that the total of all AAR (budget sub-headwise) will agree with the total of asset headings shown in the Balance Sheet.

As regards acquiring asset items under the budget sub-head, P-5(1) - Works and P-5(2) - Services, Staff Quarters and maintenance, the Engineering Section(s)

- Civil/Electrical) will maintain AAR in respect of all expenditure incurred during the year under the above budget sub-heads.

Out of the expenditure under Recurring Heads of Accounts viz. P.-4, P-6 and P-7, certain items are capitalised. Cost of such items including items fabricated in the workshop etc. should be shown in the AAR (to be opened for each separate budget sub-head) at the time of certification of bills by Stores Section, General Section, Engineering Section, etc. as the case may be.

These Sections while recording certificate on the bill should mention that the item has been taken in the AAR (Page No.....)

In the audit registers/classified abstracts maintained in the Finance & Accounts Section, a distinct. column as 'Asset' may be opened under the head P-4, P-6 and P-7. This will enable computation of the figures of asset acquired out of the recurring grant at any required point of time.

In the Finance & Accounts Section advance payments are recorded in the Audit register as well as Objection Book Advance Register. It would be expedient to record the amount of advance payments made under each budget sub-head (for asset items) in a separate register.

Sr.F&AO/F&AO of each laboratory will intimate each Section the amount of expenditure booked every month under the budget heads concerning the respective section(s) in the following month. All Stores and other Sections will reconcile the figure with the totals of the AAR and will confirm the agreement of the two sets of figures (i.e. figures as per AAR and those as per records of Finance and Accounts Section).

In certain cases the category of asset shown in the Balance Sheet includes expenditure relating to more than one budget sub-head e.g. 'Apparatus and Equipments' comprise expenditure under budget sub-head P-5(3) and P-7 (items capitalised). A doubt may arise as to the specific Abstract Asset Register (AAR) in which the Balance as on 31st March, 1986 (as per balance sheet) should be shown as *opening balance* since it refers to such AAR's viz. P-5(3) and P-7. In such case the opening balance may be shown in the AAR for P-5(3) only being the main budget sub-head under which apparatus and equipment are purchased. Similarly

the figure under 'Land & Machinery' appearing in the balance Sheet on 31st March, 1986 may be shown in the AAR for P-5(1) - Works as the major portion of the figure under Land and Building pertains to P-5(1) - works.

Balance Sheet Certificate

Necessary action may be taken to open AAR in the laboratory and get the figures as per Balance Sheet of 1'986-87 reconciled with those of the AAR. A certificate as follows may be recorded in the Balance Sheet:-

"Figures against each asset item in the Balance Sheet upto 31st March, 1986 have been adopted in the subsidiary registers) as opening balance and that the figures appearing in the Balance Sheet during the year 1986-87 have been reconciled with the figure in the Abstract Asset Register(s)."

Progress reports

It may be confirmed by 10th July, 1986 that the relevant Abstract Asset registers (AAR) have been opened and are being used. It may further be intimated to CSIR by 10th October, 1986 and 10th January, 1987 that all entries upto 30th September, 1986 and 31st December, 1986 have been made in the respective AAR and reconciled with the figure(s) furnished by the Finance & Accounts Officer/Sr. Finance & Accounts officer as referred to herein.

CSIR-HQ

In respect of CSIR Hqrs., all Sections purchasing/Store acquiring Asset items may maintain necessary registers as explained above.

(CSIR D.O. No. 1(5)/84-Reports, dated 21st April, 1986)

(5.2.3) Maintenance of Assets Registers with Progressive value.

Reference CSIR Circular No. 1(5)/84-Reports, dated 21st April, 1986 detailing therein the procedure to be followed regarding maintenance of Abstract Asset Registers and Circular Letter dated 27th Feb., 1991 emphasizing its maintenance

in accordance with the detailed procedures with progressive value at the close of the financial year, for verification by the Audit.

In terms of CSIR Circular dated 21st April, 1986, Abstract Asset Registers are to be maintained by the concerned section separately for each sub-heads. However, it has been brought to CSIR notice that instructions issued, on the subject, are not being followed in certain national Labs./Instts. It has, therefore, been decided that Abstract Asset Registers will be maintained by the Lab./Instt. uniformly as below:

1. Works & Services/land & Building/Staff Quarters etc., Engg./Civil
Sec./Works Sec.
2. Apparatus & Equipments, Office equipments, Medals, Exhibits, Stores
Section
3. Library Books & Journals, Library
4. Vehicle, Furniture, General Section.

It will be the over all responsibility of the Controller of administration and in his absence of Administrative Officer of the laboratory to get the Abstract Assets Registers maintained by the concerned section of the Labs./Instts. & keep it upto date. A certificate to the effect that figures of assets as shown in the Balance Sheet have been tallied with the Abstract Assets Register will be furnished by FAO/Sr. FAO duly countersigned by Controller of Administration while submitting Annual Accounts/Balance Sheet of the Lab./Instt. to the CSIR.

(CSIR letter No. 1(5)/84-Reports, dated, 19/24 June, 1991)