



Telefax : 23711117

e-mail: accounts.csir@gmail.com

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2 रफी अहमद किदवाई मार्ग, नई दिल्ली - 110 001

Council of Scientific & Industrial Research

Anusandhan Bhavan, Rafi Ahmed Kidwai Marg, New Delhi - 110 001

No.42-3(2)/SAR/Acts/2012

Dated 04.06.2013

The Controller of Finance & Accounts/
The Finance & Accounts Officer,
All CSIR Labs/Instts

Subject: Separate Audit Report (SAR) 2011-12, Audit observations compliance reg.

Sir,

As you are aware that C &AG Audit has been pointing out on non-maintenance of Assets Register from time to time and CSIR has given assurance for maintenance of such register on behalf of Labs/Instt. However, it has been observed that in most of the labs/Instt. these records/documents are not maintained and if maintained not reconciled with the figures appearing in their annual accounts.

Audit has pointed out that as per the provision of General Financial Rules, separate accounts/register were required to be maintained for fixed assets viz. Apparatus & Equipments, Furniture & Fixtures and Plant & Machinery etc. in the Form GFR-40. The register was required to be closed at the end of the financial year and the value of fixed assets shown in it should tally with the value of assets shown in the annual accounts.

In this regard your kind attention is invited to CSIR instructions relating to maintenance of Asset registers as compiled in CSIR Compendium, Volume-I on CSIR Rules, Regulations and Procedures under heading—**Accounting and Related Matters** wherein detailed procedure for the same has been prescribed.

It is, therefore, requested that the asset registers may kindly be maintained as per instructions stated above. A compliance status may kindly be forwarded to CSIR Hqtrs.

Matter may be treated as MOST URGENT.

Yours sincerely,

(Padam Singh)

Dy. Financial Adviser

Head IT is requested to put this letter on CSIR website.