



# वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific and Industrial Research

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Date: 16/12/2021

To,

The Directors of all CSIR Labs./Instts.

**Sub: Separate Audit Report (SAR) for the Year 2020-21 – Observations on Asset Register and Physical Verification of Fixed Assets & inventory**

Madam/Sir,

CAG has recently furnished draft Separate Audit Report (SAR) for the Year 2020-21 in respect of CSIR Labs. /Instts. Amongst other observations the report has pointed out the following non-compliances in Stores & Purchase:

1. Maintenance of Assets Register.
2. System of physical verification of fixed assets.
3. System of physical verification of inventories.

An extract of the observations is attached herewith for perusal. In this regard all Labs. /Instts are requested to take these observations seriously and complete the Physical Verification of Fixed Assets & Inventories in a time bound manner as per the extant guidelines. Besides Asset Register need also be maintained as per rules. A report of completion of the same may be submitted to CSIR headquarters within a month.

It may kindly be noted that all reports must be sent through e-mail only to the e-mail [spo.policy@csir.res.in](mailto:spo.policy@csir.res.in) only.

It is requested that the contents of this letter may please be brought to the notice of the concerned functionaries for compliance.

Thanking you,

Yours faithfully,



(Srideb Nanda)

Controller of Stores & Purchase

Encl: As above.

**Separate Audit Report (SAR) for the Year 2020-21**  
**Observations on Asset Register & Physical Verification**

**1. Assets Register.**

CSIR Labs. / Instts. are required to maintain assets register in respect of fixed assets as per the prescribed proforma of GFR-22 Rule 211(ii)(a) (GFR 2017). The figures in asset register should tally with annual accounts closing balance at the end of the financial year. However, Fixed Assets Register are either not maintained or are not furnished to audit for verification. In the absence of register, the individual as well as cumulative value of various categories of assets indicated in Schedule- 6 could not be vouchsafed with the closing balance.

**2. System of physical verification of fixed assets.**

Out of 14 sample laboratories/institutes only six laboratories/institutes conducted physical verification of fixed assets during the year 2020-21. In the absence of physical verification by the laboratories/institutes, the working condition and satisfactory functioning of assets could not be verified in Audit.

**3. System of physical verification of inventories.**

Out of 14 sample laboratories/institutes only six laboratories/institutes conducted physical verification of inventories during the year 2020-21.