



No.30-1(102)/2011-Finance

Dated: 29.04.2011

To

The heads of all National Labs./Instts.

Sub.: Monitoring/utilization of real estate assets/property (land, building etc.) owned and controlled by CSIR.

Sir,

I am to refer to this office letter of even number dated 01.03.2011 on the above subject. As per the requirement of Govt. of India, Min of Finance, Department of Expenditure OM dated 01.06.2006 '*FAs in Ministry with significant real estate assets/property (Land, buildings etc.) will cause a critical analysis of their utilization, including review of property encroached upon, property involved in dispute/court cases etc., and also be the catalyst to ensure necessary action for their availability and fullest utilization. The progress would be regularly reviewed and corrective action taken on an on-going basis.*'

At lab level CoFA/FAOs of CSIR Labs/Instts will monitor assets and liabilities by maintaining a register/broadsheet in the format (copy enclosed) and report the compliance to FA, CSIR by 15th of the succeeding month ending every quarter. The requisite information/copies of documents for monitoring and periodically reviewing the assets/property may be called from Engineering Division / Administration of the Lab/Instt. The above exercise may be completed in a month's time from the issue of this letter under intimation to FA, CSIR.

Yours faithfully,

(M. K. Jain)

Dy. Financial Adviser

Copy to:-

- ✓ 1. Head, IT for updating CSIR website.
2. Sr. COA / COA / AO of all national Labs. / Instts.
3. Sr. COFA/ COFA / F&AO of all national Labs. / Instts.
4. Chief Engineer, ESD, CSIR Hqrs.
5. Director (EC).
6. US (CO) at CSIR Hqrs.
7. FAO (Audit) at CSIR Hqrs.

**BROADSHEET FOR MONITORING OF UTILIZATION OF REAL ESTATE ASSETS/PROPERTY (LAND, BUILDING ETC.)
OWNED AND CONTROLLED BY CSIR.**

(A) Particulars of immovable property (Land/Building/staff quarters etc.) & Government guarantees.

Sl. No.	Area (in Sqm.)	Date of acquisition	Maintenance year wise	Cost/free gift (in Rs.)	Copy of document available in support of ownership	In case of Government guarantees		Remarks
						Amount (in Rs.)	Valid Up to	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)

(B) Building / land leased out (Land/Building/staff quarters etc.)

Sl. No.	Name of the lessee	Area (in Sqm.)	Approving authority	Lease Rent (in Rs.)	Duration of lease	Dated of revision of lease.	Remarks
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)

(C) Dispute / court case / Encroachment (Land/Building/staff quarters etc.)

Sl. No.	Party with whom dispute	Area (in Sqm.)	Since when	Present status	Action Taken	Remarks
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)