



Memo No. : A/19/I.A./Circular

Dated: 24.05.2012

CIRCULAR

Centralised Departmental Asset Register

Further to our circular no. **PVC (F)/10/STOCK REG: FIX. ASSET./2011-12, dated 18.11.2011** in connection with the preparation of Centralized Asset Register, we like to bring to your kind notice the following information and to request you to act accordingly.

1. It has become imperative for the University to prepare Departmental Central Asset Register at an early date. The entrusted person (duly authorized by the Registrar) will do the job for all departments. The department-wise schedule of work (within date and time including Saturdays and Sundays) will be shortly notified to the respective Head of the Department.
2. All departments, both academic and administrative and the campus Secretaries are requested to extend full co-operation and to render all help as will be required to complete the work in time. Access to all assets and all rooms, stocks, production of existing registers and all other cooperation are requested to be extended.
3. The Internal Audit Officer will act as Co-ordinator of the whole process.
4. Henceforth, all movable and immovable assets are to be recorded in the newly prepared Central Departmental Asset Register. Individual project-based registers are to be created by way of transfer from the Central Asset Register. In the absence of such recording the Accounts Department will be in a difficulty to process invoices for those purchases.

Registrar

University of Calcutta

Pro-V. C. (BA & F),

University of Calcutta