



# UNIVERSITY OF CALCUTTA

Senate House, 87/1, College Street, Kolkata – 700073  
Audit & Accounts Department

## Notice for the Heads of all Academic and Administrative Departments, University of Calcutta regarding Asset Register.

Dear Madam / Sir,

In connection with the preparation the Annual Accounts of the University, I am to inform you that :

- 1) Your department should maintain an **Asset Register** in the attached format (also available in the University Website) in respect of all the assets available in your department.
- 2). You are also requested to submit the information regarding the assets available in your department with their respective values from the Financial Year 2012-13 onwards till date for inclusion in the Annual Accounts, showing the financial year-wise addition /reduction of the said assets with their respective values and balances. The details regarding procurement of assets should be mentioned i.e. whether procured from University General Fund (BI) or UGC grant / project or Non UGC projects. The name of the funding agency of the project should be mentioned.

In view of the above, you are requested to submit the required information to the undersigned as early as possible and oblige.

The above communication may please be circulated to all concerned of your department.

We look forward for your co-operation in this matter, treating this on an urgent basis.

AS 3/9/2021  
Accounts Officer

University of Calcutta

As per approval of the Finance Committee dated 04.01.2021 [vide Item No. 09(ii)], and approval of the Hon'ble Pro-Vice Chancellor (B.A&F) dated 13.08.2021, all academic and administrative departments of the University are requested to maintain the Asset Register as per the format given below:

### ASSET REGISTER FORMAT

#### Details of Column Headings

1. SERIAL NO.
2. INVOICE NO. & DATE
3. CHALLAN No. & DATE
4. TENDER NO. WITH DATE AND DETAILS
5. INVOICE DETAILS (PARTY/VENDOR/SUPPLIER ETC.)
6. SUPPLIED ITEM DETAILS
7. AMOUNT (INVOICE VALUE)
8. ASSET FUNDED BY
9. DATE OF INSTALLATION
10. ASSET NUMBER
11. PHYSICAL LOCATION OF ASSET WITH DETAILS
12. ASSET SHIFTED TO (FOR TRANSFER OR RELOCATION)
13. GATE PASS NO. (IF ANY)
14. ASSETS RECEIVED BACK (WITH DETAILS)
15. DC RESOLUTION DETAILS (FOR SCRAPPED ITEMS)
16. SCRAP VALUE OF ASSET WITH RECEIPT NO. & TENDER REFERENCE (IF ANY)
17. REMARKS
18. SIGNATURE OF HOD /AUTHORISED SIGNATORY