

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