



**Indian Council of Agricultural Research**  
**Krishi Bhawan, New Delhi**

**F. No: Fin/ 6- 01/2020-IU**

**Dated: 23.06.2020**

To,

The Directors/Project Directors of all ICAR Institutes

**Sub: - Furnishing the status of Physical Verification of Stores and Assets Register Reg.**


Sir,

It is to inform that Council has to submit a compliance report in respect of all ICAR Units on the above stated issues to the Audit Team from the Office of the DGA (CE) at the time of Certification Audit of ICAR for the year 2019-2020. It is, therefore, requested that the position of Assets Register and Physical Verification of assets/ consumables, stores as on 31.03.2020 in respect of your institute may please be provided to the Council by **10.07.2020** in the following format:

S.No.	Subject	Status (Yes/No)	Remarks, if any
1.	Whether Assets Register is maintained as per prescribed format up to 31.03.2020 duly reconciled with the Annual Accounts up to 2019-2020 ?		
2.	Whether the Physical Verification of Inventory, Consumables, Stores and Assets has been completed up to 31.03.2020 ?		

2. The information may be sent through email at [assetsregisterinfo@gmail.com](mailto:assetsregisterinfo@gmail.com) to avoid any delay.

Yours faithfully,

  
(G.P. Sharma)  
Director (Finance)

Copy to: 1. Media and Information Unit for unloading the letter on the website of ICAR.  
2. DS (GAC) for information in respect of ICAR Headquarters.