



Indian Council of Agriculture Research  
**Krishi: Bhawan - New Delhi**

F. No: Fin/ 6- 01/2015-IU/73

Dated: 10.06.2015

To,

The Directors/The Project Directors of all ICAR Institutes  
(As per list)

**Sub: - Status of Physical Verification of stores and Assets and Assets Register for the year 2014-2015- Reg.**

Sir,

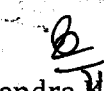
Kindly refer to this office earlier letter number Fin/ 6- 01/2015-IU dated 15.04.2015 wherein the position of Assets Register & Physical Verification for 2014-15 i.e. up to 31.03.2015 in respect of your Institute was requested. In the above connection, you have intimated that the aforesaid information is under process but the same has not been received till date. It is, therefore, requested to direct the concerned official(s) to send the complete information latest by **19.06.2015** in the following format:

Sl.No	Subject	Yes/ No	Remarks
1.	Whether Assets Register has been maintained as per New Format up to 31.03.2015 ?		
2.	Whether the figures of Assets Register have been reconciled with the Annual Accounts up to 31.03.2015 ?		
3.	Whether the Physical Verification of consumable, store and Assets has been completed up to 31.03.2015 ?		

2. Since the consolidated position is required to be submitted to the Council's Statutory Auditor during the audit of ICAR 2014-15 which will take place shortly, hence the information may be sent through email at [assetsregisterinfo@gmail.com](mailto:assetsregisterinfo@gmail.com) to avoid any further delay.

3. The instructions issued vide letter No. 22/28/2012-CDN (A&A) dated 29.05.2015 may also be adhered to while reconciliation of assets figures appearing in accounts and in the Assets Register.

Yours faithfully,

  
(Devendra Kumar)  
Director (Finance)

**Copy to:**

- ✓ Shri Hans Raj, ISO (DKMA), KAB-I for uploading on the ICAR website.
- 2.) DS (GAC), Krishi Bhawan for information in respect of ICAR Headquarter.