



**Indian Council of Agricultural Research**  
**Krishi Bhawan, New Delhi – 110 001**

F.No. 8-3/2011-IU

Dated 5<sup>th</sup> December, 2011

To

The Directors  
ICAR Institutes/Directorates/NRCs/ZPD,

**Subject: Physical Verification of Assets and consumables and maintenance of Asset Register**

Sirs,

I would like to draw your attention towards the observations made by Comptroller & Auditor General of India in Report No. 38 of 2010-11 for period ended March, 2010, regarding non-conduction of Physical Verification of Fixed Assets as well as Inventories by ICAR Units.

2. As per General Financial Rule (GFR) 192, Physical verification of Fixed Assets and consumables should be conducted at least once in a year and discrepancies, if any, should be promptly investigated and brought to account.

3. The issue of improper/non-maintenance of Asset Register and non-conduction of Physical Verification of fixed assets and consumables has been raised with you on a number of occasions in different meetings as also through a number of letters/reminders F.No. 3-82/2004-IU dated 13.7.2009; F.No. 3(4)/2009-IU dated 30.10.2009 & 14.2.2011; F.No. 15-1/2011 dated 8.4.2011, 16.5.2011, 24.8.2011, 6.9.2011. However, it is regretted that progress made by ICAR Units on these counts is far from satisfactory.

4. Now that C&AG of India has also taken a serious note on non-conduction of Physical Verification of Assets and Consumables, it is high time that we take up these issues on priority and in a time-bound manner and (i) complete the Asset Registers, in the format prescribed by ICAR vide letter No. 3(4)/2009-IU dated 30.10.2009, duly reconciled with Annual Accounts and (ii) conduct the physical verification of Assets as well as Consumables, on yearly basis, without fail.

5. The progress made by each Unit on both these issues would be reviewed in the last week of December, 2011. Hence you are requested to furnish the compliance report on (i) up-to-date maintenance of Asset Register, in prescribed format, duly reconciled with Annual Account and (ii) Physical Verification of Assets and Consumables by 20<sup>th</sup> December, 2011.

Yours faithfully,

  
(Chamari Kumar)

Additional Secretary & Finance Advisor





