

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

State Financial Accountability Assessment – Asset Management and Maintenance of
Registers and Records – Guidelines – Issued.

FINANCE (TFR.II) DEPARTMENT

G. O. Ms. No. 667

Dated:11-10-2004

Read the following:-

ORDER:

The Government is spending substantial money on creation of assets over the years under Plan and Non Plan schemes. These assets are scattered, all over the state and are acquired by various depts.; and institutions keeping inview of their functions, duties and responsibilities.

2. Government has reviewed the present systems in place and information available with various Government Departments, State Public Sector Undertakings, Rural, Urban, Local Bodies/Corporations, Autonomous and other Institutions running on Grants-in-aid from the State Government etc., and felt the need for strengthening the Asset Management at various levels. Instances have come to the notice of the Government that the records for the assets already created (Including land) with details of actual cost incurred for their acquisition, type of asset, type of structure, accessories, other equipment and installations etc., are not updated.

3. The controls over land and buildings, stocks, stores and other assets require strengthening to prevent any misuse. There is every need to have relevant and reliable information about assets of the Government. It is therefore essential to develop and maintain inventory of all assets, to ensure that they are brought into the books.

4. The key requirements to ensure that assets are retained in the proper custody and used as per prescribed norms are (i) physical controls, (ii) maintenance of asset registers, (iii) physical verification and , (iv) controls over the disposal of assets.

- a. Physical controls: All assets are kept under proper watch and ward to safeguard them against theft, pilferage, damage and risk posed by the weather.
- b. Stock and asset registers: The custodians for the assets are required to maintain asset registers for all assets with upto date entries to know the actual ownership and prevent illegal occupation/utilization.
- c. Physical verification: There are three forms of physical verification required-first, regular attestation of the accuracy of the records, secondly, verification by the Head of Office at least once a year

and thirdly, authentication by the superior office during the periodic inspections.

- d. Disposal of assets: All the offices are required to maintain a register of unserviceable assets and dispose off the unserviceable assets as per provisions of AP Financial Code Volume-I and Departmental codes and manuals.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PRINCIPAL SECRETARY TO GOVERNMENT

To

The Registrar, AP, High court, Hyderabad. (with a covering letter)
The Registrar, AP, Administrative Tribunal, Hyderabad. (with a covering letter)
The Secretary, APPSC, Hyderabad. (with a covering letter)
The General Manager, AP State road, Transport Corporation, Musheerabad, Hyderabad (with a covering letter)
All the Joint Director of Works Projects.
All the Deputy Directors of District Treasury Officers.
All the Chief Executive Officers of Zilla Parishads.
All the District Educational Officers.
All the Secretaries of Agricultural market Committees through the Director of Marketing, AP, Hyderabad.
All the Secretaries of zilla Grandhalaya Samsthas through the Director of Public Libraries, AP, Hyderabad.
All the Commissioners/Special Officers of the Municipalities/Corporations.
The Registrar of all the Universities.
Copy to SF/SC.

Endt. No. DOWA/Hyd/Sn-II/A6/2004-2005/940

Dt: 22.11.04

Copy communicated along with 14 Forma to all Joint Director of Works Accounts for information and necessary action.

Joint Director of Works Accounts,
M. J. Road, Hyderabad.

To

Joint Director of Works Accounts, Karimnagar.
Joint Director of Works Accounts, Kadapa.
Joint Director of Works Accounts, Dowlaiswaram.
Joint Director of Works Accounts, Ongole.
Joint Director of Works Accounts, Hill Colony.
Copy to Section – I information.

Endt. No. JDWA/SACB/Sn.a/A1/2004-05/483

Dt: 28.12.04

Copy communicated to all Pay & Accounts Officers/Asst. Pay & Accounts Officers
for information and necessary action.
Copy to Section A, C, B.

Joint Director of Works Accounts,
Dowlaiswara,

I.C.F

Superintendent,
Co-Ordination

(formats appended to G. O. Ms. NO. 667, Fin(TFR.II)Dept., Dt: 11.10.2004

1. Register of Lands

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Survey Number	Extent / Area	Year of Acquisition/ Transfer	Present Market Value	Present Status of Asset	Owning Govt. Department	Location and Address

2. Register of Buildings

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Survey Number	Extent/ Built-up Area	Year of Acquisition/ Transfer Construction	Present Market Value of land+ Budilings	Present Status of Asset	Owning Govt. Department	Location and Address

3. Register of Roads

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Type of road	Length of the road in KMs	Year of Ownership/ construction	Cost of ownership/ construction	Cost of Maintenance	Present status of the road

7. Register of Tanks

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Nature/ Category	Number	Year of Ownership/ construction	Cost of ownership/ construction enrolling	Present status of asset	Location of the asset

8. Register of Trees

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Tree	Nature/ Category	Number	Year of Ownership/ planting	Cost of maintenance	Present status	Location of the asset

9. Register of Government Vehicles

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Vehicle	Make/Type	Number	Year of Acquisition	Cost of purchase/ acquisition	Present status of asset	Location of the asset

10. Register of Plant, Machinery & Equipment

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Make/Type	Number/ Quantity	Year of Acquisition	Cost of purchase/ acquisition	Present status of asset	Location of the asset

11. Register of Computer Hardware

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Make/Type	Number/ Quantity	Year of Acquisition	Cost of purchase/ acquisition	Present status of asset	Location of the asset

12. General Stock Register

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Make/Type/Category	Number/Quantity	Year of Acquisition	Cost of purchase/acquisition	Present status of asset	Location of the asset

12. Register of Furniture & Fixtures including Air conditioners

Name of the Administrative Department:

For the year ending 31st December 200

Name of the Asset	Make/Type	Number/Quantity	Year of Acquisition	Cost of purchase/acquisition	Present status of asset	Location of the asset

14. Register of Unserviceable Articles

Name of the Administrative Department:

For the year ending 31st December 200

Sl. No	Name of the Asset	Location of the Asset	Date of Purchase	Book Value	Date on which it became Unserviceable	Value a on the date of Unserviceability	Nature of Disposal with date & order