

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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No. AN/XII/18029/1/Asset Register

Dated:24.04.2018

(Reminder-I)

To,

All PCsDA/CsDA (Except PCDA New Delhi)

PCA (Fys) Kolkata

CIA (Factory) Kolkata

(Through CGDA's website)

Sub: Guideline for creation, Updation and maintenance of Asset Register in the Ministries and Departments of Central Government and introduction of e-Asset Register portal

Ref: HQrs Office letter of even No dated 19.01.2018 uploaded on the website of CGDA.

Reference is invited to HQrs office letter cited at reference wherein a consolidated report in the prescribed format in respect of assets procured/acquired in the past period i.e. prior to 1st April 2018 for all the offices under your administrative jurisdiction including that of IFAs under your proforma control, was asked so as to reach HQrs Office by **31st March, 2018**. The same is still awaited. Please expedite by return FAX.

2. Further, for assets procured/acquired on or after 1st April 2018, the prescribed report may be forwarded at the end of next financial year i.e. by **31st March 2019**.
3. Please accord TOP PRIORITY.



(Mustaq Ahmad)
Dy. CGDA (Admin)