



Ministry of Defence

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (WC)

SECTOR-9, CHANDIGARH-160009

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सत्यमेव जयते

No. AN/XI/1545/Asset Register

Dated: 17.05.2018

Through PCDA(WC) Website

To,

1. The Officers In Charge
All Sub Offices under PCDA(WC), CHD
2. IFA(WC), Chandimandir & IFAs under command.

Sub: Guideline for creation, updation and maintenance of Asset Register in the Ministeries and Departments of Central Government and introduction of e-Asset Register Portal.

Ref: HQrs Office letter no. AN/XII/18029/1/Asset Register dated 19/01/2018 and 24/04/2018. (Available on CGDA's website)

It has been directed by the HQrs Office vide above referred letters to submit 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.

- 2 It is, therefore, requested to submit the required report in respect of your office, in the proforma enclosed, latest by 25/05/2018.
- 3 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.
- 4 Please accord it priority.

Copy to:-

The Office Incharge
IT&S,
Local

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For uploading on PCDA website.

Sr. Accounts Officer (AN)

Sr. Accounts Officer (AN)