

Circular - Asset Register

Sub:- Maintenance of Asset Register – reg.

Ref :- Cir. No. Ad.C1/Assets/2004 dated 22.11.2004

Attention is invited to the above. All the heads of Department/Schools/Sections are requested to update the Asset Register of all assets under their custody **on or before 20-10-2021**.

Details of equipment or other assets of completed projects are need to be transferred to the Asset Register of the Departments/sections/schools and details have to be recorded in the Asset Register with proper attestation by the Controlling officer.

Sudheer M S *
Finance Officer

To

All Sections/Departments/Schools.

* This is a computer generated document. Hence no signature is required.