



भारतीय
प्रौद्योगिकी
संस्थान

कानूनी शिक्षण विभाग/विभाग/कक्षा



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Office of the Registrar
(Institute Purchase Cell)

कुलसचिव कार्यालय
(संस्थान क्रय प्रकोष्ठ)

Ref. No.: IIT (BHU)/I.P.Cell/PurMan./2019-20/320

Dated: 13.08.2019

NOTICE

It is to bring to notice of all the concerned that as per *Rule 211 ii (a)* of GFR 2017, maintenance of separate account for fixed assets such as plant, machinery, equipment, furniture, fixtures etc. is to be done in the format prescribed under Form GFR 22. In this connection, it is obligatory for all the Departments/Schools/Units/Labs/Workshops/Hostels to maintain a 'Centralized Asset Register' in Form GFR 22 for all the assets pertaining to Non-Consumable & Limited Time Assets Stores of the respective Department/School/Unit/Lab/Workshop/Project/Hostel etc. of the Institute. Further, the following guidelines may be followed in this regard:

1. Stock Registers for all Non-Consumable Stores, Limited Time Asset Stores, and Consumable Stores shall be maintained separately in each department and kept with the concerned Head of the Department.
2. Stock Registers for all Non-Consumable Stores, Limited Time Asset Stores, and Consumable Stores shall also be maintained separately in each laboratory.
3. Stock Registers for Assets and Consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items assets and consumables have to be transferred to the stock register of the concerned department.
4. Stock Registers (for all Non-Consumable Stores, Limited Time Asset Stores, and Consumable Stores) for each Project shall be maintained separately (and kept with the concerned Laboratory/ P.I.) but all the assets shall also be entered simultaneously in the Centralized Assets Register of the concerned Department.
5. Details of assets shall simultaneously be intimated to the Institute Purchase Cell of the Institute by the different departments as and when purchase is made by them. Details of the assets received from the various Departments/Schools/Units, etc. shall be compiled by I.P. Cell of the Institute.

Further, Form GFR 22 shall be used for stock register of Non-consumable & Limited Time Assets Stores and Form GFR 23 shall be used for stock register of Consumable Stores.

This may please be brought to notice of all the concerned.

Yours faithfully,


Jt. Registrar (Accounts)