



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : 91-542-6702069

FAX : 91-542-2367780, 2368428;

e-mail : registrar@itbhu.ac.in

कुलसचिव कार्यालय
(वार्षिक लेखा एवं तुलन पत्र)

Office of the Registrar
(Annual Accounts & Balance Sheet)

Ref. No.:- IIT(BHU)/Annual A/cs./2024-25/3650

Date:- 03.04.2024

4

NOTICE

Subject: Maintenance of Asset/Inventories Registers as per GFR format and Physical Verification of Asset/Inventories Registers.

This has reference to the notice no IIT(BHU)/Annual A/cs/2023-24/12844 dated 03.08.2023 and IIT(BHU)/Annual A/cs/2023-24/16987 dated 01.12.2023 regarding Maintenance of Asset/Inventories Registers as per GFR format and Physical Verification of Asset/Inventories Registers. (Copy attached)

In this connection, it is requested to all the concerned to ensure strict compliance of the forms and procedures as mentioned in the above audit observations for *F. Y. 2023-24* and onwards and make necessary arrangement to conduct physical verification of assets/inventories held by respective departments/units/schools/centers as on 31.03.2024 and send signed copy of the same to the Internal Audit Wing under intimation to this office so that the same may be provided to the Govt. Audit team to avoid future audit observation/queries/paras.

Joint Registrar (Accounts)

Encl: As above.

Copy forwarded for information and necessary action to the following:-

1. All the Deans
2. All the Prof. In-charges
3. All the Heads/Coordinators/Departments/Schools/Centres
4. The Chairman, IWC
5. The Chairman, Senate Library Committee
6. The Chairman, IIT – Cafeteria
7. The Chairman, Council of Wardens
8. The Chairman, Web Management & E-mail Services Committee with request to kindly place this circular on the Institute Website
9. The Chief Councillor – Gymkhana
10. The Coordinator, GTAC
11. All Admin. Wardens – Hostels
12. The In-charge UGD/IDD/IMD/ PT-I
13. Joint Registrar/ Deputy Registrar/ All the Assistant Registrars
14. P.S to the Director
15. P.A to the Registrar

Indian Institute of Technology (Banaras Hindu University)

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Date:- 03.08.2023

NOTICE

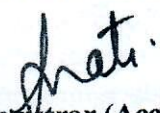
Subject: Maintenance of Asset/Inventories Registers as per GFR format and Physical Verification of Asset/Inventories Registers.

This has reference to the Audit Observation Reference: #7 (OBS-780653) dated 18.07.2023 in which inter alia following observations have been made by the audit team:

- Fixed Assets Register has not being maintained in GFR 22 as prescribed in GFR.
- Physical verification of Fixed Assets during FY 2022-23 has been conducted by the Institute.
- Consumable stock Register has not been maintained in GFR 23 as prescribed in GFR.
- Physical verification of the Inventories during the FY 2022-23 has not been conducted by the Institute.

In this connection, it is requested to all the concerned to ensure strict compliance of the forms and procedures as mentioned in the above audit observations to avoid audit objection in future.

Copies of GFR -22 and GFR- 23 are enclosed.


Joint Registrar (Accounts)

Encl: As above.

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(Annual Accounts & Balance Sheet)

Ref. No.: IIT(BHU)/Annual A/cs./2023-24/16987

Date:- 01.12.2023

NOTICE

Subject: Maintenance of Asset/Inventories Registers as per GFR format and Physical Verification of Asset/Inventories Registers.

This has reference to the Notice no. IIT(BHU)/Annual A/cs./2023-24/12844 dated 03.08.2023 and Audit Observation Reference: #7 (OBS-780653) dated 18.07.2023 in which inter alia following observations were made by the audit team:

- Fixed Assets Register has not being maintained in GFR 22 as prescribed in GFR.
- Physical verification of Fixed Assets during FY 2022-23 has been conducted by the Institute.
- Consumable stock Register has not been maintained in GFR 23 as prescribed in GFR.
- Physical verification of the Inventories during the FY 2022-23 has not been conducted by the Institute.

In this connection, it is once again reiterated to ensure strict compliance of the forms and procedures for the F.Y. 2023-24 and onwards as mentioned in the said notice to avoid audit objection in future.

Shati
Joint Registrar (Accounts)

Encl: As above.

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