



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/AC&BW/ACCOUNTS/307/2018/Circular/ 1387-1411

08.03.2018

CIRCULAR

As per directions of the Hon'ble Chairperson, after reviewing the internal audit report, all the ROs/Units/COEs are hereby requested to comply strictly the following guidelines with respect to moveable assets (viz. Furniture & fixture, Office Equipments, Computer Peripherals, Electrical Installation, Air Conditioner/Dessert cooler etc):

- Purchase of movable assets should not be more than the occasion demanded.
- Due procedure has been taken care of as per GFR 2017 while purchasing moveable assets.
- Serially numbered asset code must be written on each moveable asset.
- All the movable assets shall be maintained by local store as well as central store (in case of movable assets procured centrally) and concerned official to whom movable assets have been issued, shall be responsible to maintain such asset.
- All the ROs/Units/COEs may issue NOC in respect of moveable asset from stores attached with official being transferred / superannuated/repatriated.
- While submitting annual books of accounts, it is compulsory to send physical asset verification report duly signed by the head of official for the financial year.
- All the head of RO/Units/COE shall submit physical verification report for purchases of moveable assets in last 5 financial years (from 1st April, 2013 to 31st March, 2018) in the following format latest by **15th April** as desired by Hon'ble Chairperson:

Date of acquisition	Particulars of assets	Particulars of supplier		Cost of the asset	Location of the asset	Remarks
		Name and address	Bill no. & date			

Anurag Tripathi

(Anurag Tripathi)
Secretary

Distribution:-

- PS to Chairperson, CBSE for Information
- ART&I wing
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