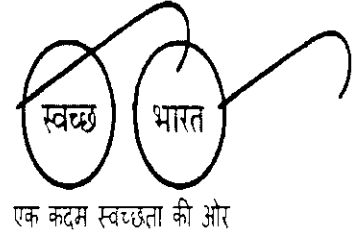




संख्या/ No. A.15018/1/2017-Admn.I  
भारत सरकार/Government of India  
गृह मंत्रालय/Ministry of Home Affairs  
समन्वय निदेशालय/Directorate of  
Coordination  
पुलिस बेतार/Police Wireless



Block No.9, C.G.O. Complex,  
Lodhi Road, New Delhi-110003

Dated: 10<sup>th</sup> January, 2018

### कार्यालय आदेश/OFFICE ORDER

Ministry of Finance, vide their OM No. 3(2)/e-Asset Register/AARC/2017-18/994 dated 20<sup>th</sup> September, 2017, has issued guidelines for creation, updation and maintenance of Asset Register in the Ministries and Departments of Central Government.

2. In order to compliance, the Asset Register in r/o the assets procured/acquired up to FY-2017-18 shall be completed by 31st March, 2018. In respect of assets procured on or after 01<sup>st</sup> April 2018, the assets Register shall be maintained concurrently and closed at the end of the financial year and after physical verification, the report shall be submitted to HoD.
3. Excell sheet formats in respect of various asset classes shall be obtained from DCPW Website>Employees corner>utility forms.
4. All Sections shall initially compile data as on 31st December, 2017 and submit the same by 12th January, 2018. The updated data as on 31st March, 2018 may be submitted by 05th April, 2018. The data for FY-2018-19 onwards may be maintained concurrently w.e.f.01st April, 2018 onwards.
5. Stores/IT Section shall compile the data of all Sections for uploading on the e-mail Register Portal being developed by CGA.
6. This issues with the approval of Competent Authority.

*(R.K. Singh)*  
10.1.18

( R.K. Singh )

Assistant Director (Admn.)

Copy to:-

1. PPS to Director/PS to Addl. Director (H)
2. All Officers of DCPW.
3. All Section at Hqrs. including CPRTI, H.Tomb, Nizamuddin & Sirifort,  
Samanvaya Sadan, New Delhi.
4. AD(L&B) w. r. t. their R/Note No.P.14016/3/ASSET REGISTER/2016-L&B dated 22nd  
December, 2017.
5. EAD:SS, all ISPW Stations.
6. Office order file.
7. EAD(IT): for uploading on the website of DCPW