

The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata – 700 013

Dated: 03/07/2019

Municipal Commissioner's Circular No. ²⁷..... of 2019-20

In continuation of Municipal Commissioner's Circular No. 59 of 2010-2011 dated 22/03/2011 all Controlling Officers / HODs are once again requested to maintain the Audit Register in a proper manner so that audit can be conducted by the Audit Department as and when required (copy of the Municipal Commissioner's Circular No. 59 of 2010-2011 dated March 22, 2011 is enclosed).

All Controlling Officers will submit a report of compliance to the Chief Municipal Auditor to facilitate conducting audit by the Internal Audit Department, KMC


MUNICIPAL COMMISSIONER

Distribution:

- 1) OSD to Hon'ble Mayor
- 2) P.A. to Hon'ble Dy. Mayor
- 3) P.A. to Hon'ble MMICs(all)
- 4) P.A. to Municipal Commissioner
- 5) Spl. Mpl. Commissioner (Rev.)
- 6) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 7) Mpl. Secretary
- 8) CMF&A
- 9) All Controlling Officers / HODs

Municipal Commissioner
The Kolkata Municipal Corporation

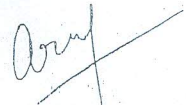
The Kolkata Municipal Corporation
Central Municipal Office Buildings,
5, S.N. Banerjee Road, Kolkata – 700 013

Municipal Commissioner's Department

Dated : March 22, 2011

Municipal Commissioner's Circular No. 59 of 2010-2011

All Controlling Officers are hereby requested to maintain Fixed Asset Register as per enclosed format Assets procured by the department as well as Asset, including infrastructural assets, created by the department should be entered into the Register as prescribed. All the Controlling Officers/Head of the Departments will please ensure to get the Asset Register bound and maintained in a proper manner so that necessary audit can be conducted by the Audit Department as and when required. It should also be signed by the Head of the Department as a mark of authenticity and correctness of all the entries recorded in the Fixed Asset Register. The Register should be completed within 30/04/2011.



(Arnab Roy)

Municipal Commissioner

Copy to :

1. All Controlling Officers
2. All Heads of the Departments

FIXED ASSET REGISTER of
DEPARTMENT
THE KOLKATA MUNICIPAL CORPORATION

DATE OF CREATION/PROCUREMENT/MT TO USE:

LOCATION: _____

Subsequent Location (if applicable):

1. _____

2. _____

ASSET CREATED OUT OF FUNDS:

Municipal Funds - Rs. _____

Extramunicipal Funds - Rs. _____

(Specify details of type of fund)

MP/AD / BELP Funds - Rs. _____

(Specify details of type of fund)

Loan / Borrowed Funds - Rs. _____

(Specify details of type of fund)

CONTROL DOCUMENTATION:

DETAILS OF MAJOR REPAIR:

Extent of Repair _____ Date _____

Extent of Repair _____ Date _____

Extent of Repair _____ Date _____

Rate of Depreciation (%)

BUDGET CODE: _____ ASSET TRACKING CODE: _____

(All figures in Indian Rupees)

ACCOUNTING YEAR	ASSET DESCRIPTION	QUANTITY	UNIT OF MEASUREMENT		COST			ESTIMATED USEFUL LIFE LEFT (At the end of each Reporting Period)		COST OF THE ASSET <i>(As per Books of Account)</i>			DEPRECIATION ON THE ASSET <i>(As per Books of Account)</i>			NET BLOCK	Remarks, if any		
			Actual Cost	Revalued Cost, if any	Replacement Cost, if any	Estimated Life of the Asset	Life Elapsed	Balance Useful Life	As on the opening date of the period	Additions / Improvements / Adjustments / (Adjustments)	As on the closing date of the period	As on the opening date of the period	Provided during the year	As on the closing date of the period	Adjustments / (Adjustments)				
To be filled every year	To be filled at the time of acquisition, addition, improvement																To be filled every year		

* Note: Under Control Documentation specification it to be made regarding CV No./Cheque No. with Date

Signature
Head of the Department/Controlling Officer