

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

Dated: 28.8.2019

Municipal Commissioner's Circular No. 65 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 Asset 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. Municipal Commissioner (Rev.)
6. Spl. Municipal Commissioner (Gen., Dev. & Supply)
7. Mpl. Secretary
8. CMF&A
9. All Controlling Officers / HODs



MUNICIPAL COMMISSIONER

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

FUNDED ASSET REGISTER OF
DEPARTMENT OF
THE KOLKATA MUNICIPAL CORPORATION

LOCATION: _____ DATE OF CREATION/PROCUREMENT/PUT TO USE: _____
 Subsequent Locations (if applicable): _____ CONTROL DOCUMENTATION: _____
 Name of the Fund: Rs. _____
 Description of Fund: (Rs.) _____
 ABLCO: BEU: Fund: (Rs.) _____
 Location of Fund: (Rs.) _____
 Other details of fund: (Rs.) _____

Extent of Repair
Extent of Repair
Extent of Repair

Date
Date
Date

ASSET TRACKING CODE: _____

(All figures in Indian Rupees)

FISCAL YEAR	QUANTITY	UNIT OF MEASUREMENT	COST			ESTIMATED USEFUL LIFE LEFT (At the end of each Reporting Period)			COST OF THE ASSET (At per Book of Account)			DEPRECIATION ON THE ASSET (At per Book of Account)			REMARKS, if any
			Actual Cost	Revised 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	
To be filled every year	To be filled at the time of acquisition, addition, improvement	The first column to be filled up initially and the succeeding columns when required													

Notes: Control Documentation specification is to be made regarding CV No./Cheque No. with Date
 Signature: _____
 Head of the Department/Controlling Officer