



BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
(A Central University)
Vidya Vihar, Rae Bareli Road, Lucknow-226025

TIME BOUND/URGENT

No.
Dated

**To,
The Registrar/All HODs/Coordinators/P.I.s/Wardens/Sectional Heads/PS to
VC, BBAU,Lko.**

Sub. Preparation of Fixed Asset Register : Regarding.

As per the C&AG note we have to make the fixed asset registers for the University as a whole for various Fixed Assets. Hence, you, all are requested to prepare and furnish the fixed asset register in the Performa (Annexure I) enclosed strictly as per the columns given using MS EXCEL within 15 days.

The fixed asset register shall be prepared for the following items (showing their depreciation rates against each):

1-Land (No depreciation), 2-Building (5%), 3-Vehicles (15%), 4-Electric installation i.e. Electric Substation (10%), 5-Tubewells and Water supply (15%), 6-EPABX (15%), 7-Library Equipment (10%), 8-Lab Equipment USIC (15%), 9-Furniture and Fixtures (10%), 10-Office Equipments (15%), 11-Computerization/ computers and peripherals of office (10%), 12-Furniture and other capital items (10%), 13-Books and Journals (25%), 14-Equipments (15%), 15-Department Equipment (10%), 16-Other Fixed Asset.

For above items no.s 1 to 6 the Asset register shall be prepared by the concerned officials under Registrar. For rest of the items all are requested to prepare the registers.

The Inventory (WIP) shall be prepared by the Incharge Stores and XEn Civil under Registrar as per the Performa annexed (Annex.II).

Depreciation for additions made during 1/4/9 to 30/9/9 be taken as full depreciation for the year and for additions on or after 1/10/9 to be taken as half.less than six months be taken as half of the year.

For column 9 to 17 in fixed asset register only the numeric values should be filled up.

Any clarification/ query in this regard may be done with the undersigned pl. This issues with the approval of the competent authority.

Encl : as above

Finance Officer
Email– fo@bbauindia.org

Copy forwarded for info.and n/a to:-

1-P.S. to Hon'ble V.C. for kind info. to Hon'ble V.C.

2-Head, DCS with a request to upload the same on the website pl.

(Sanjeev Kumar Singh)
Finance Officer
Email– fo@bbauindia.org