



PRASAR BHARATI
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
(Budget & Accounts Section)
6th Floor, Prasar Bharati House,
Copernicus Marg, New Delhi-110001

No. ADG(B&A)/PB/Annual Account/2023-24/Fixed Assets/04

Dated 08.04.2024

Subject: Requirement of Maintenance of Fixed Assets Registers by all Stations of Prasar Bharati.

Ref: ADG(B&A)/AI/ACS/2018-19(Pt.)/649-69 dated 04.01.2019 & ADG(B&A)(A/Cs)/2022/Accounts/2107-50 dated 24.11.2022.

Please refer to above mention letters pertaining to the booking of Fixed Assets and details of Fixed Assets registers. It has been noticed that the most of the units are not entering the details of fixed assets in EMS and also not maintaining the Fixed Assets Registers in the requisite format as per Rule 211 of General Financial Rules, 2017. The Fixed assets which are being purchased from OAE / Programme expenses / are not being entered in the "**Annexure IV: Expenditure on Fixed Assets from IEBR and Annexure IVB: Expenditure on Fixed Assets from Govt. Grants**" of Receipt and Payment Account in EMS, and so that the fixed assets details are not properly being captured in Financial Statements.


Therefore, all the units are once again instructed to enter the details of all the fixed assets purchased (from OAE/Programme/Capital Expenses) in aforesaid Annexure IV of Receipt and Payment Account in EMS.

Further, the following registers are also required to be maintained by all the units as per rule 211 of General Financial Rules, 2017:

1. Maintenance of Register of Fixed Assets in the "Form GFR 22" [See Rule 211(ii)(a)] duly verified by Head of office.
 2. Stock Register of consumables such as Stationery, Chemicals, Spare Parts etc. in the "Form GFR 23" [See Rule 211(ii)(b)]
 3. Register of Library Books in the "Form GFR 18" [See Rule 211(ii)(c)]
 4. Register of Assets of Historical/Artistic Value in the "Form GFR 24" [See Rule 211(ii)(d)]
- (Note: All Content being acquired/procure on commissioning basis or otherwise with full and perpetual rights vested in PB must be included in this register).**

The Finance wings of both the directorates and vertical heads are requested to circulate the same to all units with the instructions to all HOOs for urgent compliance within one month of issue of this order and submit the consolidated report of compliance by 30th April, 2024.

This is issued with the approval of the Competent Authority.


(Anil Bhardwaj)
DDG (B&A)

To
DG: DD News/DG:NSD, AIR
DDG(Fin), DG:AIR / DDG(Fin), DG:DD
ADG (NABM)/DDG(Central Archives)/CE(Civil)/DDG(A),PBS



Copy for information & n/a to:

1. SO to CEO/PPS
2. PPS to DG:DD/ DG:AIR / E-in-C (BO)
3. DDG(Fin.),PB
4. ADG(A) (SZ/NZ/EZ/WZ/NEZ)
5. ADG(BO) (SZ/NZ/EZ/WZ/NEZ)
6. All ADGs of PB/DD/AIR
7. CE (Civil), CCW
8. DDG (Fin.), DD/ AIR
9. DDG(Admin.), DD/AIR
10. DDG(PB Sports), PB Sectt.
11. DDG(Fin.), DD/AIR
12. All PAOs of DD/AIR
13. DDG (Tech.), PB Sectt. with a request to upload Accounting Instructions on e-office.
14. Shri Sanjay Sexena (AE) with the request to upload it on the EMS portal.