

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)

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No. CN/7201/2003/IHRD

Dated: 13.01.2015

From

The Director

To

The All head of Institutions

Sub: - IHRD - Maintenance of Asset Register- reg.

Ref:- AG's audit report for 2013-14

Vide reference cited, the Accountant General, Kerala has directed that all institutions under IHRD should maintain Asset Register in accordance with Kerala Financial Code. Copies of Audit Enquiry and relevant pages of Kerala Financial Code are enclosed herewith. All head of institutions are directed to strictly adhere to the same.

Yours Sincerely
Sd/-
Director

Encl: As above

Approved for issue


Assistant Executive Engineer

754
513

327

SAP-IV
Camp: Institute of Human Resources Development,
Vazhuthacaud,
Thiruvananthapuram.
Dated 27th August, 2014

Audit Enquiry No. 10

Sub :- Non-maintenance of Asset Register. (Register of Immovable Government Properties).

As per Articles of Chapter VII-Rule 170 of the Kerala Financial Code a Register of Immovable Government Properties shall be maintained in KFC- Form 23 (I & II) by all officers to show the assets of Government in the form of Immovable Properties under their charge. An annual certificate should be recorded in the Registers at the end of March to the effect that all the changes during the year have been brought into the Registers.

On enquiry with IHRD, it was informed that the Asset Register was not maintained as per the articles of Kerala Financial Code. Necessary action may be taken to maintain the Register as prescribed.


Asst. Audit Officer.

Public Works Officer considers that the work does not require skilled technical advice or professional supervision, he should return the requisition with a full statement of the reasons for his opinion.

- (3) A Government servant of another department who executes any work relating to a building borne on the Public Works Register should inform the Superintending Engineer annually not later than the first June, of the amount spent by him on repairs to the building in the preceding financial year.

169.

- (a) The allotment of certain works to departments other than the Public Works Department in Article 167 does not apply to any works relating to the following buildings, the maintenance and repairs of which, irrespective of cost, are allotted to the Public Works Department:—

- (1). Buildings whose capital cost is above Rs. 50,000 and also buildings whose capital cost is not known, but whose maintenance cost exceeds Rs. 2,500 in each individual case or connected group.
- (2). All official residences except those under the administrative control of the Forest Department.
- (3). Buildings which have been specially placed in-charge of the Public Works Department for maintenance and repairs.
- (4). Buildings occupied by more than one department, except in the case of petty internal repair which may be attended to by the occupying Department
- (5). Government buildings wholly occupied by departments of the Central Government on payment of rent
- (6). Buildings occupied partly by the departments of the Central Government or as official residences and partly by the departments of the Government of Kerala.

Note (i) :— The expression "internal repairs" should be taken as including items such as white-washing and petty repairs to walls, inside and outside, repairs to floors including those of verandahs, repairs to ceiling, repairs to doors and windows, painting or wood-oiling or varnishing them inside as well as outside.

Note (ii) :— Petty internal repairs may be attended to by the occupying department. No alteration in any part which might have the effect of altering any part of the design may be carried out with out reference to the Public Works Department. (e.g., altering the pattern of the flooring or using different quality of timber in connection with repairs to ceiling).

Note(iii) :— Repairs to roofing would be an item of external repair (to be done by the Public Works Department). So also repairs(internal as well as external) to the out houses in common use and repairs to compound walls. All special repair should like-wise be carried out by the Public Works Department.

Maintenance of register of immovable properties

170.

The permanent registers, one for buildings and lands and the other for roads, bridges and culverts, will be maintained in Form 23 (I and II) by all Officers to show the assets of Government in the form of immovable properties under their charge. The registers maintained by each officer, including the Head of the Department, will contain particulars of all the Government lands, buildings, roads, bridges and culverts under the control of himself and the officers subordinate to him. Changes such as transfer of custody or construction of new buildings, roads, bridges and culverts or removal of old ones should be intimated to all the officers concerned to note and an annual certificate should be recorded in the registers at the end of March to the effect that all the changes during the year have been brought into the registers.

The Heads of Departments other than the Public Works Department and the Superintending Engineers of the Public Works Department will forward extracts from the

Register of Lands and buildings of the particulars relating to residential buildings under their control to the Accountant General direct. Additions, corrections or modifications, if any, to these particulars should also be forwarded to the Accountant-General once in every year, i.e., by the first of May.

Electrical Works

- 171.
- (a) As a rule, all original electrical works connected with Government buildings will be executed by the Electrical Wing attached to the Public Works Department (Buildings and Roads Branch). If a Head of a Department wishes to arrange for the execution of an electrical work himself, he should apply to the Government for the allotment of the work to his Department. If the Government allot the work to his department he should get the detailed plans and estimates prepared by the Electrical Wing of the P. W. D., call for tenders and get the work executed by licensed Electrical Contractors. He should request the Electrical Executive Engineer of the Electrical Wing in the P. W. D. to give any technical advice or assistance needed in the execution of work. He should also inform the Executive Engineer (Buildings and Roads) of the expenditure he incurs on the work so as to enable him to maintain the capital account of the buildings correctly.
 - (b) The custodian of the electrical installations of a Government building or part there of will be the head of the office occupying the building or part thereof. Replacement of bulbs and starters of fluorescent lights and bulbs of incandescent lights will have to be done by the custodians of the installations for which required bulbs, tubes and starters should be obtained by them from the Electrical Radio Stores of the P. W. D. and kept in their stock for ready replacement. The replacement work will be attended to by the staff of the Electrical Wing of the P. W. D. if required.
 - (c) Payment may be made in advance by the custodian of electrical installations for service connections to Government buildings, if the supply agency requires this and the expenditure on this account has to be met from the contingencies of the concerned Department.

GENERAL RULES

Selection of site

172. The site for a new building should, if possible, be fixed before the detailed plans and estimates are prepared. The local authority concerned should always be consulted as to the suitability of the site, except when the proposed new building is to be erected within a reserved forest.

Preparation of estimates

- 173.
- (a) No work may be started before a proper estimate for it has been prepared and sanctioned by the competent authority, unless it is so started strictly in accordance with a special order of the Government or some specific provision in this Chapter or in departmental rule or order (See also Article 184 and 185).
 - (b) An estimate should be prepared in Form 23-A except when a special form of estimate is required for a very large work or has been specially prescribed for a particular kind of work in any departmental code, manual or order of the Government.
 - (c) Every estimate, whether for an original work or for repairs, should provide for the removal of all rubbish which may have accumulated, filling in unsightly pits, etc., when necessary, at the site of the work; all work establishment employed specially on the work; any incidental expenditure required, such as the cost of sheds for workmen and stores; and, under separate sub-heads; all watchman sanctioned by competent authority for the care of vacant buildings, guarding works, working sluices, etc.