



*Government of India
Ministry of Finance, Department of Revenue
Directorate General of Human Resources Development
Indirect Taxes & Customs, IRCON Building, West Wing,
Ground Floor, Plot No. C-4, District Centre, Saket,
New Delhi - 110017*



F.No. 917/10/Asset Reg./HRD-ID/2020

Date: April, 2020

To

All Pr. Chief Commissioners / Chief Commissioners of Customs
All Pr. Chief Commissioners/ Chief Commissioners of CGST & Central Excise
All Pr. Directors General / Directors General under CBIC
All Directorates under CBIC
Pr. Additional Director General (I&W/EMC)
Additional Director General (HRM-II)

Sir/Ma'am,

Subject: Updating of Asset Register as on 31.03.2020 -reg.

The Central Board of Indirect Taxes & Customs (CBIC) has a large asset base consisting of land parcels, office buildings and residential quarters etc. across the country. For optimum utilization, maintenance & proper management of existing departmental assets and for future infrastructure development, it is vital to keep a proper record with regular updating and review of these assets. This will not only extend the life of the assets but also enhance their service potential.

2. The Asset Register was last compiled by DGHRD in 2017. However, post GST implementation & restructuring of field formations, jurisdictions have changed. In the meantime, new assets have also been acquired by way of purchase of land & ready built accommodation and new office buildings & residential quarters have been constructed. Hence, it is necessary to update Asset Register incorporating complete details of the departmental assets.

3. (i) In this regard, it is requested to kindly furnish the relevant data of all the physical assets of various field formations under your jurisdiction as per the enclosed formats in respect of the following:

- (a) **Land** (Annexure – A1, A2, A3, A4)
- (b) **Office Buildings (Owned)** (Annexure – B)
- (c) **Residential Quarters** (Annexure – C)
- (d) **Office Buildings (Rented)** (Annexure – D)

(ii) Though, the rented buildings are not the assets of the Department, the details need to be furnished separately as this will help in assessing the infrastructure requirements and consolidating the rental outflow of the Department.

4. In order to avoid ambiguities in data, the information sought above in respect of “**Land**” assets has been divided under the four categories:

- (a) Vacant Land (Annexure – A1)
- (b) Land on which office buildings have been constructed (Annexure – A2)
- (c) Land on which residential quarters have been constructed (Annexure – A3)
- (d) Land on which both office buildings & residential quarters have been constructed and land area/ acquisition value is not available separately. (Annexure – A4)

5. While compiling the data, notes given in the respective formats may be referred. Further, to rule out the discrepancies, the latest data may be compared with the data reported earlier including data uploaded on GLIS website. The data provided by the field formations/Directorates as on 31.03.2017 has been uploaded on DGHRD’s website on 19.04.2020 under the link: Home page (<http://www.dghrdcbic.gov.in>) - Infrastructure-Asset Register. Also, Asset Register-2013 is available on the link: Home page- Archives-Infrastructure-Asset Register.

6. It is requested to kindly forward the updated data in respect of departmental assets for complication by DGHRD. The requisite information may be provided at the Zonal/ Directorate level after compilation of the data collected from all the field formations under your jurisdiction. The information may also be submitted to DGHRD through email “assetregister.dghrd@gmail.com” in Excel format latest by 31.05.2020.

Yours faithfully,

Encl.: As above.

Renu
20/4/20

(Renu K. Jagdev)

Pr. Additional Director General (I&W)