

Para
No.

-112-

158 The file and movement register, list of files are dealt by establishment clerk. we may submit ~~that~~ the same after duty report of Sh. Jaleel please.

20
30/12/11

(160)

The incumbent concerned had ^{to} proceed to Chennai in emergency for cardiac treatment of his father who was on leave at mainland. He is yet to return. On his return the file India shall be submitted.

(161)

Assets Register is, however, submitted herewith.

Sh.
30/12

1920/DTW
30/12/11.
B/seey (P)
30/12/11

Dor (P)

30/12/11

P. S. (P)

(162)

There are two types of assets, movable and immovable. It is seen that buildings etc which are immovable assets have been included along with other types of movable assets. As per standard practice buildings, etc which are capital assets, ^{records} are to be maintained in a separate register, with their capital value shown in the 'Capital Value'. This value has to be depreciated every year as per the formula given in TR & SR. / adopted. Pl. depute the concerned staff to ANHCO or KVIB to get first hand knowledge about how