



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनिरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

SPMCIL/VIG/144/11/ 5492

Date: 22.03.2012

CIRCULAR

SUB: Maintaining of Asset register/records.

During investigation of a complaint pertaining to misutilization of Assets of the company like TV/Cooler/Heater/Geysers, etc by some of the executives in their quarters, it was observed that no Asset register/Authenticated document was maintained by the unit. Non-maintaining of Asset register/records is a lapse on the part of the concerned authorities and the Competent Authority has viewed it seriously.

2. All concerned are hereby advised to ensure that the Asset register/records are properly maintained, periodically updated and duly verified at regular intervals.
3. These guidelines may be noted & followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.
4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.
5. This issues with the approval of Competent Authority.

S.S. Balani
११/०३/१२
(S.S.BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mill,
SPMCIL

CC:

1. OSD to CMD
2. Director (T)/Director(HR)/CVO (I/C)
3. GM/Dy.GMs (Corporate Office).
4. Dy. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board.