



**Government of Khyber Pakhtunkhwa  
Elementary & Secondary Education Department**

No.

Dated: \_\_\_ November, 2018

**CIRCULAR**

In order to maintain proper record of movable Fixed Assets available in Elementary & Secondary Education Departments' Secretariat, Directorates, district offices, all levels of Schools and attached departments, the Competent Authority has directed to complete stock registers and tag all the movable fixed assets properly.

2. All Heads of Directorates, District Education Offices and attached departments are instructed to complete the tagging of fixed assets at their sub-ordinate offices as well as recording of stock entries before 15<sup>th</sup> February, 2019 and consolidate this information at their own level.

3. Once data received from all the entities and that has been compiled at regional/district levels respectively then a certificate to the effect that all the Assets laying in their sub-ordinate offices (including own office) are physically verified and tagged properly may be provided to this office before 15<sup>th</sup> March, 2018 for the perusal of Competent Authority and office record.

4. A copy of Standard Operating Procedure, Standard Tags & Formats and specimen of completion certificate are posted on the official E&SE web site (URL is <http://www.kpese.gov.pk/download.html>) for ready reference.

*Section Officer (General)*  
*E&SE Department*

Distribution:

1. Director ESRU
2. Director E&SE
3. Director DCTE
4. Director PITE
5. Chief Planning Officer
6. Deputy Director EMIS
7. All Section Officers

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1. PS to Minister, E&SE, Khyber Pakhtunkhwa
2. PS to Secretary, E&SED
3. PS to Special Secretary, E&SED
4. PA to Additional Secretary, E&SED

*Section Officer (General)*

No: \_\_\_\_\_

Dated: \_\_\_\_\_

## Certificate

To,

The District Education Office (Male or Female),  
District (Name of District),  
Khyber Pakhtunkhwa

Subject: **Certificate of Physical Verification and Tagging of Fixed Assets**

Dear Sir,

It is hereby certified that all the physical assets laying in (Name of School) @ (Address of School) are physically verified and tagged properly. Details are attached as follows:

S/No	School Name	EMIS Code	Level	Category of item	Name of Item	Quantity	Tag Number	Date of entry in FAR	Tagging date
1.									
2.									
3.									
4.									
5.									

*(Encl: List of Tagged Assets)*

*(Name of Principal),  
Name of School,  
Address of School*

Copy for information:

1. District Delivery Unit, E&SE Directorate, Peshawar
2. Internal Audit Cell, E&SE Directorate, Peshawar

No: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Certificate**

To,

The Director ESRU,  
E&SE Secretariat,  
Khyber Pakhtunkhwa

Subject: **Certificate of Physical Verification and Tagging of Fixed Assets**

Dear Sir,

It is hereby certified that all the physical assets laying in Schools and offices in (Name of District) are physically verified and tagged properly. Details are attached as follows:

S/No	Office Name	District	Tehsil	Category of item	Name of Item	Quantity	Tag Number	Date of entry in FAR	Tagging date
1.									
2.									
3.									
4.									
5.									

*(Note: List of Tagged Assets of School may not be shared; only Assets laying in Offices are to be tagged and such list is to be shared with Director ESRU)*

***(Encl: List of Tagged Assets)***

***(District Education Officer),  
Name of District,  
Khyber Pakhtunkhwa***

**Copy for information:**

3. District Delivery Unit, E&SE Directorate, Peshawar
4. Internal Audit Cell, E&SE Directorate, Peshawar

No: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Certificate**

To,

The Director ESRU,  
E&SE Secretariat,  
Khyber Pakhtunkhwa

Subject: **Certificate of Physical Verification and Tagging of Fixed Assets**

Dear Sir,

It is hereby certified that all the physical assets laying in the office of *(Name of Department)* @ *(Address of Office)* are physically verified and tagged properly. Details are attached as follows:

S/No	Office Name	District	Tehsil	Category of item	Name of Item	Quantity	Tag Number	Date of entry in FAR	Tagging date
6.									
7.									
8.									
9.									
10									

*(Encl: List of Tagged Assets)*

*(Head of the Department),  
Name of Department,  
Khyber Pakhtunkhwa*

Copy for information:

5. District Delivery Unit, E&SE Directorate, Peshawar
6. Internal Audit Cell, E&SE Directorate, Peshawar

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**ELEMENTARY & SECONDARY  
EDUCATION DEPARTMENT,  
KHYBER PAKHTUNKHWA**

**Movable Fixed Asset Management  
(Standard Operating Procedure)**

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## I. Fixed Asset Register

The maintenance of an Asset Register is an important control to safeguard assets once they arrive in the office or school. Monitoring and maintenance of assets becomes more meaningful and simpler when all data relating to assets is tabulated and maintained in the form of a register.

1) **Objectives:** An Asset Register will provide a record of the physical assets held by the School/office, which will:

- a) Facilitate the physical control and security of these assets.
- b) Assist the department in planning for future investment in fixed assets.

2) **Planning:** The creation of the Asset Register requires detailed planning to ensure all assets are accounted for and that all kind of duplications are avoided. The steps to be followed are mentioned below:

- a) Decide who will be overall coordinator for the initial recording of the assets.
- b) Select a suitable period to carry out the physical examination and recording of the assets.
- c) List the various categories of assets that will be recorded.
- d) Set the minimum original cost value (preferably >1000 PKR) of an item to be included on the register.
- e) Liaise with the Teachers involved in the specialist areas and agree a timeframe.
- f) There are specific assets in each accounting entity, unique in nature, which will require the assistance of the relevant department head in identifying those assets.
- g) Compile the timetable and circulate to all involved in the recording of the assets.
- h) Prepare the asset register recording sheets for each category.
- i) Devise a system for applying a unique identification number or code to each asset.

3) **Movable Assets:** The movable assets referred here include:

- a) **Furniture & Fixtures:** Items of furniture such as tables, desks, chairs, Wooden and Steel Almirahs, white boards and fans etc.
- b) **IT Equipment:** Computer equipment for both administrative and educational purposes which includes Desktops, Laptops, Interactive whiteboards, screens, Audio / visual equipment such as multimedia, televisions, DVD players, CD players & recorders and overhead projectors etc.

## Standard Operation Procedures (Fixed Assets Management)

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- c) Sports/play areas equipment: Swings, seesaw, monkey bars, slides, bats, nets and balls etc.
- d) Office/Class equipment: Office / class equipment including photocopiers and telecommunications equipment.
- e) Library items: Books including school books and library books.
- f) Maintenance & ground equipment: Such as lawnmowers, garden tools, engineering tools and the like.
- g) Fleet management: Vehicles, and other workshop tools etc.

4) **Controlled Assets**: Controlled assets must be inventoried which may include sound systems/audio equipment, cameras, televisions/video players, computers, data projectors, smart phones/tablets plus other hand held devices and laptops. All firearms (hand guns, rifles, shot guns, etc.) must be controlled regardless of historical value and nature of acquisition.

5) **Capitalization Threshold**: Items of property and/or equipment purchased by or donated to the E&SE Department will, for the purposes of capitalization, be classified under the following categories:

Item	Description	Threshold	Remarks
Non-expendable	Items with unit cost of over Rupees 5,000 and useful life of more than one year and items of sensitive nature.	Capitalize	Fixed Asset Register
Expendable	Items with unit cost of less than Rupees 5,000 and useful life of less than one year.	Not to be capitalized	Maintain a Formal Inventory Register
Consumables	Expendable items that are consumed, exhausted, or become an integral part of another item/ equipment when put to use.	Expense out	Maintain a Stock Register Examples include office supplies, stationery and like items.

6) **Acquisition**: All fixed asset acquisitions must follow procurement policies and procedures provided in Procurement Act 2012, Procurement Rules 2014 and Procurement Guide.

7) **Relocation & Transfer of Asset**: No asset will be taken off the premises before it has been properly tagged with all the required references.

8) **Physical verification and recording**: This involves the physical verification of assets

## Standard Operation Procedures (Fixed Assets Management)

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and this exercise may require a level of technical knowledge for the accurate identification of some assets.

- a) It is recommended that two people are involved with one person recording the asset description, serial number or other unique code and the other carrying out the physical examination.
  - b) The personnel involved should be briefed on what is required before they commence the physical verification to avoid unnecessary work. It should be stressed that the level of accuracy and detail that is recorded at this stage is very important.
  - c) The personnel should carry out the recording in a systematic and organized way.
  - d) When the task is completed they should review the asset register to ensure it is comprehensive.
  - e) The Asset register should be returned to the Competent Authority for review and authentication within the agreed timeframe.
- 9) **Asset valuation:**

- a) After the physical recording the assets need to be assigned a carrying cost. Depending on the situation, the carrying cost should be the original cost. However, if this is not possible because of following reasons:
  - i. Historical procurements (Asset is old).
  - ii. Procurement made by the higher authorities and price vouchers are not available/processed by the concerned Head of recording entity.

Then, N/A (not applicable) may be written in the unit price and total price columns.

- b) The school clerk may have details of the assets purchased and their actual costs going back for a number of years on their files then in that case, school should retrieve this information from those files.
- c) Entries should also be made for assets being written off or disposed of by the school and such assets must be removed from the register immediately and marked in the registered of disposed items.
- d) Depreciation will be charged to the Asset as per Government approved policy and depreciation rates.

10) **Asset Register Completion:** The Asset register should carry all the significant details required for recording and reporting monetary amount associated with fixed asset transaction. It may include:

- a) Name of Asset;
- b) Unique identification number;

## Standard Operation Procedures (Fixed Assets Management)

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- c) Description;
- d) Quantity;
- e) Cost,
- f) Date Purchased;
- g) Supplier name;
- h) Entity name;
- i) Location (where kept); and
- j) Balance.

The template for this register is on a Microsoft Excel spreadsheet which is enclosed as format for ready reference. Entries in respect of new items purchased should be made and initialed by an authorized person as soon as the asset passes into departments' ownership. The asset Register should be printed on hard copy and kept in a safe place. A soft and hard copy should be given to the concerned section/authorized person for security purposes.

11) **Annual Control over Assets:** The asset register must be updated on a continuous basis and annually the following checks should be carried out by each department:

- a) Confirm that the list of Assets held in respect of his/her department is complete.
- b) Carry out sample checks to confirm that the listed assets can be physically accounted for.
- c) Identify items not already listed and provide all the necessary details so that the asset can be added to the Asset Register.
- d) Supply details of any assets listed on the register that have been sold, scrapped, or transferred to another department or location in the department.
- e) Check that all new items purchased during the last year have been added to the Asset Register.

12) **Repair & Maintenance:** Maintenance and normal repairs will be charged to operating expense, as and when incurred. However, major repairs and improvements will be capitalized.

13) **Safeguarding:** The staff member to whose custody the asset is assigned will be responsible for the security of the equipment under her/ his use. This includes ensuring that equipment is used only by the authorized persons for authorized purposes, safeguarded against theft and damage, and only removed from the premises with the approval of Competent Authority.

# Standard Operation Procedures (Fixed Assets Management)

## Fixed Assets Register

Name of Item: \_\_\_\_\_

Location: \_\_\_\_\_

Receipt Date & Month	Budget component {ADP (Pro or District) / Recurrent (Pro or District)}	Description of Item (Specification/Size etc)	Details		Store Entry			Release/Issue		Balance Quantity	Remarks
			Name of Supplier	Bill No. & Date	Quantity	Unit Price	Total Price	Quantity	Folio No.		
1	2	3	4	5	6	7	8	9	10	11	12

# Standard Operation Procedures (Fixed Assets Management)

## Stock Register

Name of Article: \_\_\_\_\_

Location: \_\_\_\_\_

Month & Date	Particulars	Folio No	Received			Issued	Balance in Stock	Remarks
			Quantity (Units)	Unit Rate	Total	Quantity (Unit)	Quantity (Unit)	
1	2	3	4	5	6	7	8	9

**FIXED ASSET ISSUE REGISTER**

Name of Staff: \_\_\_\_\_

Designation: \_\_\_\_\_

S/No	Description of Item (Specification/ Size)	Unique Tag Number	Receipt from Store			Return to Store			Fixed Asset Register Folio Number
			Quantity	Date	Signature of Recipient	Quantity	Date	Signature of Inventory Officer	

## Standard Operation Procedures (Fixed Assets Management)

### Inventory Register

Name & Description of Inventory: \_\_\_\_\_

Date	Particulars of Asset	Particulars of Suppliers		Cost of Asset	Location of Asset	Remarks
		Name & Address	Invoice No & date			
1	2	3	4	5	6	7



## Standard Operation Procedures (Fixed Assets Management)

### Register of Asset of Historical/Artistic Value

Name of Asset: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Acquisition	Sources of Acquisition	Cost Price, if any	Particulars which make it of Historical/artistic value	Particulars of Custodian of Historical item	Location of Asset	Remarks
1	2	3	4	5	6	7

**NOTE 1:** The Custodian shall take appropriate measures for preservation of the Asset

**NOTE 2:** The present value of Asset should be ascertained by obtaining appropriate valuation from expert agency for incorporating in Cloumn 3, after every 5 years

### **II. Tagging & Codification of movable Fixed Assets**

1) **Purpose:** The purpose of tagging and physical verification of movable Fixed Assets is to maintain a positive identification system within the department to ensure stocktaking of movable Fixed Assets in time and also to certify that all movable and controlled Fixed Asset items are assigned asset numbers and properly tagged for identification and inventory purpose.

2) **Scope:** Head of the entity at regional and district level respectively will be responsible for assigning, recording, and affixing identification tag numbers to all fixed assets and controlled items in their own office and subordinate offices.

3) **Benefits of the Tagging:** In the absence of asset tagging, the department would not be in a position to identify assets easily and quickly as there would be no knowledge of assets. In fact, lack of standardization to record assets would further complicate spot audits carried out for physical verification of complete procurement cycle and full inventories. The relevant quarters of the department would have no knowledge of whereabouts of the asset that whether it is stolen/lost or only misplaced within the department. Similarly, tracking of environmental disposal at the end of useful life of asset would also not be possible. Some of the broad advantages of the tagging of assets are as follows:

- i. Better management of assets.
- ii. Tracking the location of assets.
- iii. Helps plan and identify assets that require repair or replacement.
- iv. Helps maximize employee and equipment efficiency.
- v. Helps reduce equipment downtime through better asset management and planning.
- vi. Enhances security of assets.
- vii. Enhanced asset life cycle management and processes.
- viii. Standardized key field identification for easy reference in a standard database repository.
- ix. Informed decision making for future procurements of the fixed assets.

4) **Implementation considerations:** There are number of factors to consider when

## Standard Operation Procedures (Fixed Assets Management)

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implementing a standardized asset tagging solution.

### I. Short-term:

- i. Identifying the categories of assets that are required to be tagged.
- ii. Calculating the number of assets under each category that are required to be tagged.
- iii. Reconciling assets physically available with the entity to the Asset register and adding and deleting surplus and deficient assets respectively.
- iv. Supervision by the higher tier to ensure that the asset tagging is updated from all aspects and no asset is left untagged.
- v. Collecting, associating or mapping accurate trailing data to the asset tag on prescribed formats (unique identification number, precise location, department, ownership, usage, description, type, serial, etc.)
- vi. Building fixed asset inventory on prescribed formats after assigning unique identification number & tagging and same must be reported to the supervisory office for record keeping and further compilation and consolidation at their end.

### II. Long-term: Long-term considerations that must be addressed are:

- i. Identical processes need to be implemented department-wise to ensure that inventory collection of tagged assets are on same format to enable its compilation and consolidation at district, regional and provincial levels.
- ii. Assets identification number is unique only to the extent of availability/presence of asset in the office or school, while its consolidation and compilation at supervisory level would be limited to the number of items under each of category. However, tagging list of available asset at each of location would be annexed as detailed information.
- iii. Need to devise comprehensive departmental policy to update its inventory of tagged items more frequently as many of assets would be added during the year while some of items might be selected for disposal.
- iv. Uniform formats at supervisory level for compilation and consolidation of tagged assets must be adopted to ensure common understanding of these formats by relevant staff at all levels. It would also assist tracking of shifted or relocated assets at district or regional levels during year end stock take exercise.

## Standard Operation Procedures (Fixed Assets Management)

5) **Tagging Methods and Placement:** Unique identification number called as tag number that clearly identifies the Elementary & Secondary Education Department must be placed on all the assets of the department. All tags would be affixed to the asset in a conspicuous and convenient location that is easily accessible for stock taking and inventory purpose (the upper-right front of most assets). Asset tags will remain in this location throughout the life of the asset and will be replaced when damaged. Suggested tag locations (including typical controlled items) are as follows:

- ❖ Computers, typewriters, and copiers – Upper-right front
- ❖ Moveable or hand-held machinery – Near the manufacturer’s identification plate (where the tag will not hinder normal usage)
- ❖ Stationary equipment – In front, on the right-hand side or, if necessary, in a protected area as close to the front right-hand side as possible

Where the application of a tag is not practically possible, department would use the option of alternative methods of applying the unique identification number to the asset to account for varying environmental hazards and differential usage. Alternative methods may include etching, engraving, dye marking/dye stamping, etc., that may be used preferably with a standard fixed asset tag. Those assets which cannot be tagged physically will have tagging details available in relevant file or ledger along with descriptive information identifying the information.

6) **Unique Identification numbering System:**

Unique Identification number would be Alpha-Numeric with Alphabetic abbreviations representing location and asset type while Numeric acronyms would provide the quantity of items of each of category to be tagged. This numbering would start from 00001 and would go on as per number of available items of each category.

Procedures					Responsibility	
a) Unique Identification Number. Every item of property entered into the Equipment Inventory Card is assigned a unique identification number comprising the following components:					Inventory Control Officer	
Tablet Chair	00001	2018	E&SE	Peshawar		DAO (M)
Name of item	Sequence number	Acquisition year	Name of Department	District name		Office/ School name
01 <u>Tagging.</u> The office concerned has to maintain the record of tagging of Assets in both Hard and Soft forms.						

## Standard Operation Procedures (Fixed Assets Management)

Some of typical examples of standard tags are as follows:

a) *For Offices*

Category	S/No	Items	Standard Tags	Tagging Date
<b>Furniture &amp; Fixture</b>	1	Executive Table	Executive table-00001/201_/E&SE/Distt/office name	
	2	Office Table	Office table-00001/201_/E&SE/Distt/office name	
	3	Centre Table	Central table-0001/201_/E&SE/Distt/office name	
	4	Side Table	Side table-0001/201_/E&SE/Distt/office name	
	5	Computer Table	PC table-0001/201_/E&SE/Distt/office name	
	6	Tea Table	Tea table-0001/201_/E&SE/Distt/office name	
	7	Dining Table	Dining table-0001/201_/E&SE/Distt/office name	
	8	Conference Table	Conference table-0001/201_/E&SE/Distt/office name	
	9	Meeting table	Meeting table-0001/201_/E&SE/Distt/office name	
	10	Round table	Round table-0001/201_/E&SE/Distt/office name	
	11	Reception Table	Reception table-0001/201_/E&SE/Distt/office name	
	12	Executive Chair	Executive chair-0001/201_/E&SE/Distt/office name	
	13	Office Chair	Office chair-0001/201_/E&SE/Distt/office name	
	14	Revolving Chair	Revolving chair-0001/201_/E&SE/Distt/office name	
	15	Computer Chair	Computer chair-0001/201_/E&SE/Distt/office name	
	16	Office Chair armless (w/o handle)	office chair armless-0001/201_/E&SE/Distt/office name	
	17	Canning Chair	Canning chair-0001/201_/E&SE/Distt/office name	
	18	Foam Chair	Foam Chair-0001/201_/E&SE/Distt/office name	
	19	Visitor Chair	Visitor chair-0001/201_/E&SE/Distt/office name	
	20	Steel visitor Chair	Steel visitor chair-0001/201_/E&SE/Distt/office name	
	21	Conference Chair with fixed legs	conference chair-0001/201_/E&SE/Distt/office name	
	22	Teachers chair	Teacher chair-0001/201_/E&SE/Distt/office name	
	23	tablet Chair	Tablet chair-0001/201_/E&SE/Distt/office name	
	24	Sofa Set (two seater)	2 seater sofa set-0001/201_/E&SE/Distt/office name	
	25	Sofa Set (three seater)	3 seater sofa set-0001/201_/E&SE/Distt/office name	
	26	Sofa Set (five seater)	5 seater sofa set-0001/201_/E&SE/Distt/office name	
	27	Sofa Set (seven seater)	7 seater sofa set-0001/201_/E&SE/Distt/office name	
	28	Wooden Almirah	Wooden almirah-0001/201_/E&SE/Distt/office name	
	29	Steel Almirah	Steel almirah-0001/201_/E&SE/Distt/office name	
	30	MDF Almirah	MDF almirah-0001/201_/E&SE/Distt/office name	

## Standard Operation Procedures (Fixed Assets Management)

	31	Wooden Cupboards	Wooden cupboard-0001/201_/E&SE/Distt/office name
	32	Desk Bench	Desk bench-0001/201_/E&SE/Distt/office name
	33	2 seater Desk Bench	2 seater desk bench-0001/201_/E&SE/Distt/office name
	34	wall Board	Wall board-0001/201_/E&SE/Distt/office name
	35	Pin board	Pin board-0001/201_/E&SE/Distt/office name
	36	Drawer board	Drawer board-0001/201_/E&SE/Distt/office name
	37	Safe box/Locker	Locker-0001/E&SE/201_/Distt/office name
	38	Foot rest	Foot rest-0001/E&SE/201_/Distt/office name
	39	Stool MDF	Stool MDF-0001/201_/E&SE/Distt/office name
	40	file rack	File rack-0001/201_/E&SE/Distt/office name
	41	Side racks	Side rack-0001/201_/E&SE/Distt/office name
<b>Electronics</b>	1	Fax machine	Fax machine-0001/201_/E&SE/Distt/office name
	2	Photostat machine	Photostat machine-0001/201_/E&SE/Distt/office name
	3	Generator	Generator-0001/201_/E&SE/Distt/office name
	4	Vacuum cleaner	Vacuum cleaner-0001/201_/E&SE/Distt/office name
	5	Refrigerator	Refrigerator-0001/201_/E&SE/Distt/office name
	6	Electric Heater	Electric heater-0001/201_/E&SE/Distt/office name
	7	Gas Heater	Gas heater-0001/201_/E&SE/Distt/office name
	8	water Purifier	Water purifier-0001/201_/E&SE/Distt/office name
	9	Water dispenser	Water dispenser-0001/201_/E&SE/Distt/office name
	10	LCD/LED TVs	LCD/LED TV-0001/201_/E&SE/Distt/office name
	11	A/C Split	A/C Split-0001/201_/E&SE/Distt/office name
	12	A/C Window	A/C Window-0001/201_/E&SE/Distt/office name
	13	UPS	UPS-0001/201_/E&SE/Distt/office name
	14	UPS Battery	UPS Battery-0001/201_/E&SE/Distt/office name
	15	Stabilizer	Stabilizer-0001/201_/E&SE/Distt/office name
	16	Paper shredder	Paper shredder-0001/201_/E&SE/Distt/office name
	17	Digital camera	Digital camera-0001/201_/E&SE/Distt/office name
	18	Air Cooler	Air cooler-0001/201_/E&SE/Distt/office name
	19	Security Mobile	security mobile-0001/201_/E&SE/Distt/office name
	20	Toria mobile Set	Toria mobile set-0001/201_/E&SE/Distt/office name
	21	tablet mobiles	Tablet mobile-0001/201_/E&SE/Distt/office name
	22	Telephone	Telephone-0001/201_/E&SE/Distt/office name
	23	Microwave Oven	Microwave oven-0001/201_/E&SE/Distt/office name
	24	Cooking Range	Cooking range-0001/201_/E&SE/Distt/office name
	25	Ceiling fan	Ceiling fan-0001/201_/E&SE/Distt/office name
	26	Pedestal fan	Pedestal fan-0001/201_/E&SE/Distt/office name

## Standard Operation Procedures (Fixed Assets Management)

	27	Solar fan	Solar fan-0001/201_/E&SE/Distt/office name
	28	Solar Panel	Solar panel-0001/201_/E&SE/Distt/office name
<b>IT Equipment</b>	1	Desktop CPU	desktop CPU-0001/201_/E&SE/Distt/office name
	2	Desktop Monitor	Desktop monitor-0001/201_/E&SE/Distt/office name
	3	Laptop	Laptop-0001/201_/E&SE/Distt/office name
	4	Scan jet scanner	Scan jet scanner-0001/201_/E&SE/Distt/office name
	5	Laser Printer	Laser printer-0001/201_/E&SE/Distt/office name
	6	USB flash drive	USB flash drive-0001/201_/E&SE/Distt/office name
	7	Wifi USB TP Link	Wifi USB TP link-0001/201_/E&SE/Distt/office name
	8	DSL	DSL-0001/201_/E&SE/Distt/office name
	9	UPS for PCs	UPS for PC-0001/201_/E&SE/Distt/office name
	10	Multi-media	Multi-media-0001/201_/E&SE/Distt/office name
	11	Multi-media Screen	Multi-media screen-0001/201_/E&SE/Distt/office name
	12	Tablets	Tablet-0001/201_/E&SE/Distt/office name
	13	Audio video conference device	Audio video-0001/201_/E&SE/Distt/office name
	14	Work station (large)	Work station (server)-0001/201_/E&SE/Distt/office name
<b>Vehicle</b>	1	Suzuki Cultus	Suzuki Cultus-001/201_/E&SE/Distt/office name
	2	Suzuki Wagon R	Suzuki Wagon R-001/201_/E&SE/Distt/office name
	3	Suzui Mehran VX	Suzuki Mehran VX-001/201_/E&SE/Distt/office name
	4	Suzuki Swift	Suzuki Swift-001/201_/E&SE/Distt/office name
	5	Suzuki APV	Suzuki APV-001/201_/E&SE/Distt/office name
	6	Suzuki Potohar Jeep	Suzuki Potohar jeep-001/201_/E&SE/Distt/office name
	7	Toyota Corolla Xli 1.3	Toyota corolla Xli 1.3-001/201_/E&SE/Distt/office name
	8	Toyota Corrolla Gli 1.3	Toyota corolla Gli 1.3-001/201_/E&SE/Distt/office name
	9	Toyota Corolla Gli 1.6	Toyota corolla Gli 1.6-001/201_/E&SE/Distt/office name
	10	Toyota Corolla Altis 1.8	Toyota corolla Altis 1.8-001/201_/E&SE/Distt/office name
	11	Toyota Landcruiser Jeep	Toyota Landcruiser jeep-001/201_/E&SE/Distt/office name
	12	Toyota Hilux double Cabin	Toyota Hilux double cabin-001/201_/E&SE/Distt/office name
	13	Toyota Vego	Toyota Vego-001/201_/E&SE/Distt/office name
	14	Motorcycle	Motorcycle-0001/201_/E&SE/Distt/office name
<b>Kitchen Tools</b>	1	Gas cylinder	Gas cylinder/E&SE/Distt/office name
	2	Tea Set	Tea set/E&SE/Distt/office name
	3	Dinner Set	Dinner set/E&SE/Distt/office name
	4	Water Set	Water set/E&SE/Distt/office name
	5	Cooking range	Cooking range/E&SE/Distt/office name
<b>Garden Tools</b>	1		/E&SE/Distt/office name

## Standard Operation Procedures (Fixed Assets Management)

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3

*b) For Schools:*

Category	S/No	Items	Standard Tag	Tagging Date
<b>Furniture &amp; Fixture</b>	1	Teacher Table	Teacher table-00001/E&SE/Distt/Tehsil/School name	
	2	Office Table	Office table-00001/E&SE/Distt/Tehsil/School name	
	3	Clerk table	Clerk table-00001/E&SE/Distt/Tehsil/School name	
	4	Tablet desk	Tablet desk-00001/E&SE/Distt/Tehsil/School name	
	5	2 seater desk	2 seater desk-00001/E&SE/Distt/Tehsil/School name	
	6	3 seater desk	3 seater desk-00001/E&SE/Distt/Tehsil/School name	
	7	Teacher Chair	Teacher chair-00001/E&SE/Distt/Tehsil/School name	
	8	Office Chair	Office chair-00001/E&SE/Distt/Tehsil/School name	
	9	Office revolving chair	Office revolving chair-00001/E&SE/Distt/Tehsil/School name	
	10	Class Chairs	Class chair-00001/E&SE/Distt/Tehsil/School name	
	11	Iron chair	Iron chair-00001/E&SE/Distt/Tehsil/School name	
	12	Tablet Chair	Tablet chair-00001/E&SE/Distt/Tehsil/School name	
	13	2 seater bench	2 seater bench-00001/E&SE/Distt/Tehsil/School name	
	14	3 seater bench	3 seater bench-00001/E&SE/Distt/Tehsil/School name	
	15	Steel Almirah	Steel almirah-00001/E&SE/Distt/Tehsil/School name	
	16	Office Almirah	Office almirah-00001/E&SE/Distt/Tehsil/School name	
	17	Wooden Almirah	wooden almirah-00001/E&SE/Distt/Tehsil/School name	
	18	Steel Almirah	Steel almirah-00001/E&SE/Distt/Tehsil/School name	
	19	MDF Almirah	MDF almirah-00001/E&SE/Distt/Tehsil/School name	
	20	Office Carpet	Office carpet-00001/E&SE/Distt/Tehsil/School name	
	21	Office Curtains	Office curtain-00001/E&SE/Distt/Tehsil/School name	
	22	Rostrum	Rostrum-00001/E&SE/Distt/Tehsil/School name	
	23	Water tank	Water tank-00001/E&SE/Distt/Tehsil/School name	
	24	Plastic pipe	Plastic pipe-00001/E&SE/Distt/Tehsil/School name	
	25	Wall board	Wall board-00001/E&SE/Distt/Tehsil/School name	
	26	White board	White board-00001/E&SE/Distt/Tehsil/School name	
	27	Black board	Black board-00001/E&SE/Distt/Tehsil/School name	
	28	Office sofa set	Office sofa set-00001/E&SE/Distt/Tehsil/School name	
	29	Jute	Jute-00001/E&SE/Distt/Tehsil/School name	
<b>Electronics</b>	1	Cooking Range	Cooking range-00001/E&SE/Distt/Tehsil/School name	
	2	Refrigerator	Refrigerator-00001/E&SE/Distt/Tehsil/School name	
	3	Electric Heater	Electric heater-00001/E&SE/Distt/Tehsil/School name	
	4	Gas Heater	Gas heater-00001/E&SE/Distt/Tehsil/School name	
	5	Water filter	Water filter-00001/E&SE/Distt/Tehsil/School name	
	6	Water dispenser	Water dispenser-00001/E&SE/Distt/Tehsil/School name	



## Standard Operation Procedures (Fixed Assets Management)

	7	A/C split	A/C split-00001/E&SE/Distt/Tehsil/School name
	8	A/c Window	A/C window-00001/E&SE/Distt/Tehsil/School name
	9	CCTV system	CCTV system-00001/E&SE/Distt/Tehsil/School name
	10	Security mobile	Security mobile-00001/E&SE/Distt/Tehsil/School name
	11	Stabilizer	Stabilizer-00001/E&SE/Distt/Tehsil/School name
	12	Air Cooler	Air cooler-00001/E&SE/Distt/Tehsil/School name
	13	Electric water cooler	Electronic water cooler-00001/E&SE/Distt/Tehsil/School name
	14	Pedestal fans	Pedestal fan-00001/E&SE/Distt/Tehsil/School name
	15	Ceiling fan	Ceiling fan-0001/E&SE/Distt/Tehsil/School name
	16	mic and sound system	Mic and sound system-00001/E&SE/Distt/Tehsil/School name
	17	Telephone	Telephone-00001/E&SE/Distt/Tehsil/School name
	18	water pumping machine	Water pumping machine-00001/E&SE/Distt/Tehsil/School name
	19	weight machine	Weight machine-00001/E&SE/Distt/Tehsil/School name
	20	UPS	UPS-00001/E&SE/Distt/Tehsil/School name
	21	UPS Battery	UPS battery-00001/E&SE/Distt/Tehsil/School name
	22	sewing machine	Sewing machine-00001/E&SE/Distt/Tehsil/School name
	23	metal detector	metal detector-00001/E&SE/Distt/Tehsil/School name
	24	Microscope	Microscope-00001/E&SE/Distt/Tehsil/School name
	25	water filter	Water filter-00001/E&SE/Distt/Tehsil/School name
	26	Assembly drum	Assembly drum-00001/E&SE/Distt/Tehsil/School name
	27	Solar fan	Solar fan-00001/E&SE/Distt/Tehsil/School name
	28	Solar panel	Solar panel-00001/E&SE/Distt/Tehsil/School name
<b>IT Equipment</b>	1	Desktop CPU	Desktop CPU-00001/E&SE/Distt/Tehsil/School name
	2	Desktop Monitor	Desktop monitor-00001/E&SE/Distt/Tehsil/School name
	3	Laptop	Laptop-00001/E&SE/Distt/Tehsil/School name
	4	Scan jet scanner	Scan jet scanner-00001/E&SE/Distt/Tehsil/School name
	5	Laser Printer	Laser printer-00001/E&SE/Distt/Tehsil/School name
	6	USB Flash drive	USB flash drive-00001/E&SE/Distt/Tehsil/School name
	7	Wifi USB TP Link	Wifi USB TP link-00001/E&SE/Distt/Tehsil/School name
	8	UPS for PCs	UPS for PCs-00001/E&SE/Distt/Tehsil/School name
	9	Tablets	Tablet-00001/E&SE/Distt/Tehsil/School name
	10	UPS for PCs	UPS for PCs-00001/E&SE/Distt/Tehsil/School name
	11	DSL	DSL-00001/E&SE/Distt/Tehsil/School name
<b>Kitchen Tools</b>	1	Gas cylinder	Gas cylinder-00001/E&SE/Distt/Tehsil/School name
	2	Tea Set	Tea set-00001/E&SE/Distt/Tehsil/School name
	3	Dinner Set	Dinner set-00001/E&SE/Distt/Tehsil/School name
	4	Water Set	Water set-00001/E&SE/Distt/Tehsil/School name
	5	Cooking range	Cooking range-00001/E&SE/Distt/Tehsil/School name

## Standard Operation Procedures (Fixed Assets Management)

<b>Garden Tools</b>	1		/E&SE/Distt/Tehsil/School name
	2		/E&SE/Distt/Tehsil/School name
	3		/E&SE/Distt/Tehsil/School name
<b>Sports equipment</b>	1	Cricket Bat	Cricket bat-00001/E&SE/Distt/Tehsil/School name
	2	Batting Gloves	batting gloves-00001/E&SE/Distt/Tehsil/School name
	3	Keeping Gloves	Keeping gloves-00001/E&SE/Distt/Tehsil/School name
	4	Batting pads	Batting pads-00001/E&SE/Distt/Tehsil/School name
	5	Keeping Pads	Keeping pads-00001/E&SE/Distt/Tehsil/School name
	6	Table for Table Tennis	Table for tennis-00001/E&SE/Distt/Tehsil/School name
	7	Rackets	Table tennis Racket-00001/E&SE/Distt/Tehsil/School name
	8	Badminton Net & pole	badminton net&pole-00001/E&SE/Distt/Tehsil/School name
	9	Rackets for Badminton	Badminton racket-00001/E&SE/Distt/Tehsil/School name
<b>Play areas</b>	1	Sea Saw	Seasaw-00001/E&SE/Distt/Tehsil/School name
	2	Monkey Bars	Monkey bars-00001/E&SE/Distt/Tehsil/School name
	3	Swings	Swing-00001/E&SE/Distt/Tehsil/School name
	4	Climber	Climber-00001/E&SE/Distt/Tehsil/School name

*Note: Any other entry will be added according to the placement of assets at various categories as mentioned above. The numbering would start from 00001 and would go on as per number of available items of each category. Offices established at Provincial level would write the name of District where their offices are located.*

### 7. Receipt of Equipment

Procedures	Responsibility
a) <u>Goods Received Note</u> . On receipt of Asset, Goods Received Note (Annexed) is filled in giving all particulars of the acquisition along with description of the fixed asset.	Inventory Control Officer (Both at School & Office level, wherever the inventory is received)
b) <u>Certification of Goods Received Note</u> . The duly filled in GRN is sent to Budget and Account Section for certification.	Administration Officer
c) <u>Distribution of Approved GRN</u> . The certified Goods Received Note is distributed as follows:	
i). Original to District Accounts Office for release of payment	Budget & Accounts Officer
ii). Duplicate to be retained for record.	
e) <u>Entry into Fixed Asset Register</u> . If an item qualifies for capitalization, the details are entered forthwith into Fixed Asset Register.	Inventory Control Officer

# Standard Operation Procedures (Fixed Assets Management)

## 8. Issuance of Fixed Assets to custodian

Procedures	Responsibility
<p>01 <u>Requisitioning Fixed Asset</u></p> <ul style="list-style-type: none"> <li>Fixed Asset is requisitioned from the departmental head or Finance &amp; Administration Officer and such a request is forwarded on prescribed form for approval.</li> </ul>	Head of Requisitioning Department
<p>02 <u>Availability Check</u></p> <ul style="list-style-type: none"> <li>On receipt of Fixed Asset Requisition application, availability in stores or through transfers is checked and marked to Head of Entity as per delegation of Financial Powers for further advice.</li> <li>If Asset is not available then request is forwarded to Budget and Accounts Section for confirmation of budget allocation/availability for procurement.</li> <li>If budgetary allocations are made and funds are released then procurement process is initiated through relevant sections of the Department.</li> </ul>	Inventory Control Officer/ Head of the entity  Budget and Account Section
<p>03 <u>Authorization of Requisition</u></p> <p>After the procurement of Fixed Asset, Fixed Asset Requisition application is approved and redirected to Inventory Controller.</p>	Inventory Control Officer
<p>04 <u>Issuance of Fixed Asset</u></p> <p>The Officer authorized complete the file work at departmental level before issuance of Fixed Asset and then;</p> <ul style="list-style-type: none"> <li>The Fixed Asset, if available in stores, is issued through Fixed Asset acknowledgement receipt.</li> <li>Where issuance involves transfers, procedures relating to Transfer of Fixed Assets are followed (discussed in disposal of store chapter)</li> </ul>	Inventory Control Officer and Department/ District Head
<p>05 <u>Distribution of Fixed Asset Issuance notification</u></p> <p>The Fixed Asset Issuance notification is distributed as follows:</p> <ul style="list-style-type: none"> <li>Original Retained by Inventory Control Officer</li> <li>Duplicate Budget and Accounts Section</li> <li>Triplicate Concerned department/ location</li> </ul>	
<p>06 <u>Updating Fixed Asset Records</u></p> <p>After the Fixed Asset has been issued, the inventory record is updated accordingly and acknowledgement is obtained from the head of respective recipient entity</p>	Inventory Control Officer

# Standard Operation Procedures (Fixed Assets Management)

## Goods Inspection and Return Report

Date: \_\_\_\_\_

GIR No: \_\_\_\_\_

<b>Goods purchase and delivery details</b>	
Purchase order reference:	
Department/location:	
Supplier's name:	
Date of delivery:	
Delivery note reference:	
Place of delivery:	
Description of goods:	
Quantity:	

<b>Goods receipt and inspection certification</b>
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We hereby certify that all the goods have been received and inspected by us and we have found that all goods are in usable condition and there are no shortages and/or damages except as noted below:

<b>Sr.</b>	<b>Observations</b>

<b>Goods return details (if any)</b>	
Goods return no.:	
Date:	
Department/location:	
Supplier's name:	
Date of delivery:	
Items rejected	

**Authorized Signature**  
**Name**  
**Designation**

### **Distribution:**

Original	Budget & Accounts Section along with return items
Duplicate	Form along with details retained by Inventory Controller

## Standard Operation Procedures (Fixed Assets Management)

### Goods Receiving and Inspection Report

Date: \_\_\_\_\_

GRN No: \_\_\_\_\_

Supplier and Purchase Information		
Supplier's Identity	Purchase Order No	Delivery Challan No

Quantity and Cost Details								
S/No	Object Code	Description	Quantity			Unit Price	Total Cost	Remarks
			Received	Accepted	Rejected			

Receipt Acknowledgement and Approval		
<b>Attachment:</b> 1. Purchase Order 2. Challan No 3. Receiving and Inspection report	Prepared By	Approved By

Goods Receipt and Inspection report	
We hereby certify that all the goods have been received and inspected by us and we have found that all goods are in usable condition and there are no shortages and/or damages except as noted below:	
S/No	Observations

Authorized Signature  
Name  
Designation

Distribution:

Original	Budget & Accounts Section along with supporting documents as checked above in attachments
Duplicate	Retained by Inventory Controller

### **III. Stocktaking and Physical Verification of movable Fixed Asset**

1) **Purpose:** The immediate purpose of stocktaking is to deter and detect losses by theft and fraud, to verify the accuracy of stock records, and to identify any weaknesses in custody arrangements. This is responsibility of the head of Auditable entity to ensure implementation of Stock Taking procedures adopted by the department as a source of independent verification of the stock. The stocktaking will be carried out under the overall supervision of incharge of unit of the Auditable entity. If stores accounts or store keeping staff is required to assist, the concerned incharge should ensure that this will not prejudice the independence of stocktaking. Discrepancies between stock take and store accounts should be investigated by the delegated officer(s) and store accounts amended if necessary.

2) **Scope:** Any adjustments to store accounts shall be made only on the authority of an officer authorized by the department. Such adjustments shall be supported by reference to the relevant stocktaking reports and to the authority for the adjustments.

A copy of the stocktaking report shall be sent to the concerned DAO/AG. A physical verification of all stores should be made at least once in every year under rules prescribed by competent authority, and subject to condition that the verification is not entrusted to a person:

- a) Who is the custodian, the ledger, keeper, or the accountant of stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger keeper or the accountant;
  - b) Who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified; and
  - c) The verification should never be left to low paid subordinates and in the case of large and important stores, it should be as far as possible, entrusted to a responsible officer who is independent of the superior executive officer in charge of the stores.
- 3) **Instructions for Stock take:** In making a physical verification the following instructions should invariably be observed:
- a) Verification must always be made in the presence of the officer responsible for the custody of the stores or of a responsible person deputed by him;
  - b) All discrepancies noticed should be brought to account immediately, so that the

## Standard Operation Procedures (Fixed Assets Management)

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stores account may represent the true state of the stores; and

- c) Shortages and damages, as well as unserviceable stores, should be reported immediately to the authority competent to write off the loss.

Balances of stores should not be held in excess of the requirements of a reasonable period or in excess of any prescribed maximum limit. In order to ensure the observance of this rule, a periodical inspection should be made by a responsible officer, who must submit a report of surplus and obsolete store to the authority competent to issue orders for their disposal. The inspection should, unless there is good reason to the contrary, be made six-monthly in the case of perishable stores and once a year in the case of other stores. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise.

**4) Objectives of Stocktaking and physical verification:** Stock taking or inventory checking is the process of counting, weighing or otherwise calculating all items in stock and recording the results. The main reasons for doing this are as follows:

- a) Verification of actual inventory to bookkeeping records;
- b) Financial information on the status of inventory investment;
- c) A method of assessing the individual managers in managing assets placed at their disposal;
- d) To detect wastage or pilfering at an early stage and put in place processes to reduce and or eliminate leakages;
- e) To reveal any weakness in the system devised for the supervision and control of stock i.e. eliminate over- stocking and /or under-stocking;
- f) A record of inventory holdings by age groups; and
- g) An adjustment to the accounting records in order to complete the financial statements.

**5) Guidelines for Stock-take:** For a satisfactory stock-take, a good deal of preparation is necessary.

**First** of all, a program should be drawn up and agreed with all concerned quarters which may include Accounts section, Internal Audit, Management and Cashier/Store incharge;

**Secondly**, a proper cut off time, inventory report, prescribed stocktaking proforma or cards will need to be prepared in advance, and;

**Thirdly**, all personnel concerned must be instructed and briefed before-hand on their respective duties prior to the day of the stock take.

## Standard Operation Procedures (Fixed Assets Management)

Few basic guidelines to complete a fast and accurate stock-take are as follows:

- a) Appoint one person to control the whole operation;
- b) Ensure the storeroom is tidied and all the stock to be counted and its locations are clearly identified. During this process like products should be stored together. If it is not possible to get all the stock in to the store room for counting make a list of all the locations that have to be counted;
- c) Damaged, expired, or obsolete stocks should be identified, stored and recorded separately and must not include in the stock take. This stock should be regarded as having no value and should be disposed of in accordance with procedures prescribed by Government of Khyber Pakhtunkhwa in this behalf;
- d) Whole boxes should be stacked together and partly filled boxes, which take longer to count, should be identified and counted accordingly;
- e) Use a team(s) of two to do the stocktaking. One counts the other records;
- f) Until the stock-take is finished and any recounts required are completed, do not draw from or resupply the area(s) being counted;
- g) It is best to talk to other staff that use the stock to be counted and arrange an optimal time for the stock-take; and
- h) After the counts are completed, review the figures and verify on the spot any anomalies through a recount of that item(s).
- i) It is an important to ascertain that the articles are counted periodically and otherwise examined to verify the accuracy of the quantity balances in the books.
- j) Audit shall not undertake the physical verification of stores, except when specially authorized to do so but it has the right to investigate balances of stores, if any discrepancies in the stores accounts suggest that such action necessary.
- k) Responsibilities of Executive:
  - i. To confirm that certificate of verification of stores is recorded periodically;
  - ii. System of verification adopted is adequate and proper;
  - iii. Discrepancies found on stock-taking are properly investigated and adjusted;
  - iv. To ensure that whenever possible the staff responsible for the verification is independent of the staff which is responsible for the physical custody of the stock or for keeping accounts of it; and
  - v. It should also be seen that wherever practicable, verification of stock



## Standard Operation Procedures (Fixed Assets Management)

should work directly under the control of Government, and not under the heads of individual departments.

- 1) If during the course of Stock-take or physical verification, loss, fraud or misappropriation is suspected, officer concerned may carry out physical verification of stores and other assets jointly with the local officer-in-charge of the department stores and other assets and the results of such verification shall be brought to the notice of the Head of Department and the Division concerned immediately.

### 6) Physical Count

Procedures	Responsibility
01 <u>Annual Physical Count.</u> In order to exercise effective control over Fixed Assets and to ensure objective reporting of inventory items, a physical inventory count is conducted at least once every financial year.	Head of the entity
02 <u>Physical Count Intimation.</u> A written intimation of date and time of annual physical inventory count is sent to each Office/School.	Head of the entity
03 <u>Performing Physical Count.</u> Based on Physical Stock Take Listing (format annexed), a physical count is carried out to ascertain the condition of each item counted and to confirm its location and existence. Fixed Assets Inventory Listing will be signed by both the Inventory Control Officer and the Representative at each department/location.	Inventory Control Officer
04 <u>Inventory Findings.</u> After completion of physical count, a report on physical count observations and recommendations is prepared and distributed as follows: <ul style="list-style-type: none"><li>▪ <b>First copy:</b> Retained by Inventory Control Officer /Budget &amp; Account Section</li><li>▪ <b>Second copy:</b> EMIS</li><li>▪ <b>Third copy:</b> Director E&amp;SE Directorate for Districts/ Director ESRU for Provincial entities</li><li>▪ <b>Fourth copy:</b> Custodian</li></ul>	Stock Take Officer

## Standard Operation Procedures (Fixed Assets Management)

### 7) Physical Inventory Reconciliation

Procedures	Responsibility
01 <u>Reconciliation Process.</u> After the physical inventory count is completed, a reconciliation process is conducted to identify and explain differences.	Inventory Control Officer & Budget & Account Section
02 <u>Certification of Reconciliation.</u> The physical inventory reconciliation is certified and signed.	Head of entity
03 <u>Reconciliation Forwarded to Inventory Control Officer.</u> The certified reconciliation is forward to Inventory Control Officer for adjusting the appropriate account head in relevant stock/fixed Asset Registers.	Inventory Control Officer

### 8) Missing Items

Procedures	Responsibility
01 <u>Reporting Missing Fixed Asset.</u> If it appears that an item is missing, the fact is reported to Department/District Head of Entity on Missing or Stolen Asset Report (format annexed”).	Custodian of asset
02 <u>Verification of Missing Report.</u> The completed Missing or Stolen Asset Report is forwarded to Department/District Head of Entity for verification.	Custodian of asset
03 <u>Informing Inventory Control Officer.</u> The verified Missing or Stolen Asset Report is then submitted to Inventory Control Officer.	Custodian of asset
04 <u>Notifying Director E&amp;SE Directorate (Districts) and Director ESRU (Provincial).</u> Director E&SE Directorate in case of districts and Director ESRU in case of provincial entities is notified of the missing status and inventory record is updated to reflect the same.	Department/ District Head
05 <u>Inquiry Process.</u> Investigation of the circumstances surrounding disappearance is exercised by the inquiry committee constituted by competent authority and the report thereof is submitted to Secretary E&SE Department.	Secretary E&SE Department or as delegated to nominee officer
06 <u>Keeping Missing Notation.</u> Through this process, the record is set aside until the property is located or the criteria for deletion (three physical inventory periods and/or three calendar years from the time the item is coded as missing) is met.	Inventory Control Officer

## Standard Operation Procedures (Fixed Assets Management)

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### 9) Stolen Assets

Procedures	Responsibility
01 <u>Reporting Stolen Fixed Asset.</u> If it is determined that property assigned to a custodian has been stolen, the suspected theft is immediately notified to department/district head through Missing or Stolen Asset Report (format annexed).	Inventory Control Officer
02 <u>Lodging First Information Report.</u> Within three (3) days from the day of discovery, first information report (FIR) is lodged with the area police for investigations purposes.	Head of the entity
03 <u>Informing Secretary, E&amp;SE Department.</u> The Missing or Stolen Asset Report endorsed by department/ district head along with a copy of police report is submitted to Secretary E&SE Department.	Department/ District Head
04 <u>Distribution of Missing or Stolen Asset Report.</u> The above-referred documentation along with comments thereon is, within ten (10) days of receipt, distributed as follows: <ul style="list-style-type: none"> <li>▪ Copy 1: Retained by Head of Entity</li> <li>▪ Copy 2: Secretary, E&amp;SE Department</li> <li>▪ Copy 3: Inventory control Officer</li> </ul>	-do-
05 <u>Keeping Stolen Notation.</u> The item of property notified as stolen remains on the custodial property account until deletion approval is granted by the competent authority.	Inventory Control Officer

# Standard Operation Procedures (Fixed Assets Management)

## Physical Stock Take Listing

Instructions:

1. Physical count shall be conducted by the personnel authorized by the Head of Entity and observed by the Inventory Controller Officer.
2. The completed list shall then be verified by Head of Entity and DEO at respective district, as the case may be.

Date and Location Information		
Date Conducted	Time of Count	Location

Physical Count Details						
S/No	Identification No	Description	Serial No	Model No	Condition	Present

Attachment	Checked and Verified By		
➤ Physical count observations and recommendations	Conducted by	Observed By	Verified By

Distribution:

Original	Director E&SE Directorate for District entities or Director ESRU for Provincial entities
Duplicate	Retained by District Education Officer or Head of the Entity, as the case may be
Triplicate	Retained by Inventory Controller Officer for Audit consumption

# Standard Operation Procedures (Fixed Assets Management)

## Missing or Stolen Asset Report

Date: \_\_\_\_\_

MSA No: \_\_\_\_\_

Name of District/Department		Place of Occurrence	
Custodian of Equipment	Property manager	Person reporting theft	
Date of Incident	Estimated value of loss	Police Agency notified	Police report No
Remarks ➤ ----- ➤ ----- ➤ ----- ➤ ----- ➤ -----			
S/No	Asset Identification No	Description	Category
<b>Please Check One:</b>			
<input type="checkbox"/> Our investigation of the circumstances surrounding the disappearance of the item of property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was through the negligence of the person(s) charged with the care and custody of this property.		<input type="checkbox"/> Our investigation of the circumstances surrounding the disappearance of the item of property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was not through the negligence of the person(s) charged with the care and custody of this property.	

Authorized Signature  
 Name  
 Designation  
 Date

**Distribution:** 1) forward a copy to Secretary, E&SE Department with a copy of police report if the item is stolen; 2) retain original copy for departmental files; 3) copy sent to Inventory Controller Officer

## IV. Disposal of Store

**1. Introduction:** The term stores generally applies to all articles and materials purchased or otherwise acquired for the use of Government, including not only expendable and issuable article in use or accumulated for specific purposes, but also articles of dead stock of the nature of plant, machinery, instruments, furniture, equipment fixture, etc.

Disposal of stores is one of the most important functions of materials management in any organization. This has become necessary as the equipment and other items tend to become surplus/obsolete, unserviceable etc. over a period of time due to its long usage. The disposal of this type of stores is needed to be done on periodic basis.

**2. Stages of Disposal of Store:** Disposal of Store in Public Department has to observe following procedure to ensure compliance with the generally financial rules and other codal formalities:

- Identification of types of disposable stores --- surplus, obsolete, unserviceable or scrap;
- Categorization of item as surplus, obsolete, unserviceable or scrap;
- Formulation of Standing Condemnation /Disposal Committee to consider procedure for the disposal of the Store;
- Inspection of proposed Store for condemnation by committee;
- Fixation of reserve price;
- Approval from the Competent Authority for disposal of Store;
- Contemplating mode of disposal of Store;
- Evaluation and selection of financial offers of firms;
- Accounting of disposal of Store; and
- Removal of the disposed off stores by the Purchaser.

**3. Identification of types of disposable Stores:** Keeping in view the varying nature of Stores available in the Elementary and Secondary Education Department, following four categories are identified to differentiate one from the other:

- i. Surplus: Items that are in working order but are not required for use in Secretariat/Directorate/District Offices/attached departments/autonomous bodies and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- ii. Obsolete: Items in working order but cannot be put into use effectively being outdated due to change in technology/design.

## Standard Operation Procedures (Fixed Assets Management)

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- iii. *Unserviceable*: Items which are not in working order outlived its normal span of life and are beyond economic repair.
- iv. *Scrap*: Process waste, broken & any other item not covered above but have got resale value. Empties – Empty containers, crates, bottles, plastic jars, drums etc.
- v. *Empties*: Empty containers, crates, bottles, plastic jars, drums etc

**4. Categorization of items in Stores:** GFR-154 is very explicit about recording of Dead Stocks wherein inventory of the dead stock has to be maintained in all Government offices in a form prescribed by competent authority, showing the number received, the number disposed of (by transfer, sale, loss etc) , and the balance in hand for each kind of article. Instructions for recording of Dead Stocks are as follow:

- i. The inventory has to be priced whenever the items entry in the government account is necessary for the purpose of valuation of the item concerned. For the purpose of numerical inventory, articles of a similar description such as tables, durries carpets, etc., should be put into separate categories, each category comprising articles of the same measurement and make and manufactured with the same metal or wood or other material;
- ii. The inventory should ordinarily be maintained at the site of the dead-stock. Whether it is desirable, in any particular case, to depart from this general principle or to maintain additional consolidated inventories elsewhere should be decided on the merits of each case;
- iii. The inventory should be checked by the competent administrative authority once a year and a certificate of the result of check recorded; and
- iv. Articles of dead stock should be verified at least once a year and the result of verification recorded on the inventory. All discrepancies noticed must be properly investigated and brought to account immediately so that the Inventory may represent the true account.

It is the responsibility of Head of Section or Entity to obtain relevant information from users of respective Section/Entity and compile a list of stores that have become surplus/unserviceable etc citing reasons for each of them on the prescribed format. Similarly, all those entities where Stores are maintained in official capacity are obliged to review the stock of all items in their custody and inform about the overall condition of stocks in hand to their supervising officer or Head of the Entity. Such information would be vital to review the usage of such items that are lying unused and also to take a final view of purchase of same

## Standard Operation Procedures (Fixed Assets Management)

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nature items proposed in near future.

**5. Formulation of Standing Condemnation/Disposal Committee:** Separate Standing Disposal Committees may be constituted at Secretariat, Directorate and District level and they would operate in their respective area of jurisdiction as per their competency. Formation of Standing Condemnation/Disposal Committees may be as follows:

I. Secretariat Standing Condemnation/Disposal Committee:

- i. Additional Secretary (Adm) as Chairman of Committee
- ii. Representative from Finance wing
- iii. Representative from Administrative wing
- iv. Technical expert who have the knowledge of the stores related for condemnation
- v. Technical expert from any attached department or any other government department (optional)

II. Directorate Standing Condemnation/Disposal Committee:

- i. Respective Director as Chairman of Committee
- ii. Representative from Finance wing
- iii. Representative from Administrative wing
- iv. Technical expert who have the knowledge of the stores related for condemnation
- v. Technical expert from any attached department or any other government department (Optional)

III. District Standing Condemnation/Disposal Committee:

- i. District Education Officer as Chairman of Committee
- ii. Representative from Finance wing
- iii. Representative from Administrative wing
- iv. Technical expert who have the knowledge of the stores related for condemnation
- v. Technical expert from any attached department or any other district line department (optional)

In case of dissent among the members, the decision of the Chairman will be final. Similarly, 50% of attendance will be mandatory to continue the proceedings of the committee. The committee shall meet periodically at least twice in a financial year on as and when required basis.

**IV. Functions of Standing Condemnation/Disposal Committee:**

Major accountabilities of committee would be as follows:

- i. To inspect materials that are proposed to be declared as Surplus, Obsolete, and



## Standard Operation Procedures (Fixed Assets Management)

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unserviceable etc. by the Heads of the Sections and to decide that whether the stores are surplus, obsolete, unserviceable or otherwise;

- ii. Record reasons for condemnation of Store items;
- iii. Decide appropriate mode of Disposal of Store according to the composition of stock;
- iv. Fix the reserve price of store ready for condemnation;
- v. Supervise the procedure of disposal to ensure compliance with relevant rules and regulations
- vi. Decide procedure for lifting of sold store; and
- vii. Devise a mechanism to ensure that lifted items are according to the disposal list.

GFR-167 put some light on the roles and responsibilities of condemnation committee and instruct that each order declaring stores as unserviceable should record the full reasons for condemning them and how the condemned stores are to be disposed of i.e. whether by sale public auction or otherwise. The head of the office had to record full particulars regarding all condemned stores in suitable list from which their disposal can be watched.

(Note: Important controls need to be installed like staff concerned is properly supervised and duties are adequately separated like staff responsible for selling assets do not also value them)

**6. Inspection of proposed Store for Condemnation:** The Standing Condemnation Committee shall examine the stores to be declared as surplus/obsolete, repair of item is uneconomical and unserviceable taking into account the stipulated life period of each item and purchase/book value, overall condition of the items, the reasons for obsolescence etc., requirement of such items in future, negligence or mischief or frauds on the part of any individual for such loss. In case an item becomes unserviceable due to negligence, fraud or mischief on part of a Government servant, responsibility for the same should be fixed. The Performa of recommendations of the condemnation committee and history sheet of equipment with proceeding of the condemnation committee are given in Annexure I & II. The report of stores for disposal shall be prepared in accordance with Annexure III.

**7. Fixation of Reserve Price:** The Standing Condemnation Committee will decide the reserve price for disposal of such stores. The reserve price shall be kept in a sealed cover and will be opened after opening of the bids to compare the bid prices with the reserve price. While fixing the reserve price the Committee shall take the overall condition of the item vis-à-vis the market price of such second-hand product. Where open market value is not available, department should follow guidelines set by the Government in order to use their own appraiser or a suitably qualified private sector appraiser.

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**8. Approval of the Competent Authority:** As per the provision of GFR the authority competent to purchase stores shall be competent to declare the store as obsolete/ surplus /unserviceable. GFR-167 further clarifies it further and state that “Subject to any special rules or orders applicable to any particular department stores which are reported to be obsolete, surplus or unserviceable may be disposed of by sale or otherwise under the orders of the authority competent to sanction the writing off of a loss caused by deficiencies and depreciation equivalent to their value [Vide Col 4 of Schedule V to the Book of Financial Powers]. Same is produced below for quick reference and compliance in letter and spirit:

### SECOND SCHEDULE

(Powers common to all departments)

#### Delegation of Financial Powers, 2001

S.No	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
8.	Declaration of stores (including vehicles earth moving and Agricultural Machinery) surplus.	1. Administrative Department	Full Powers
		2. Officers in Category-I	Up-to value of Rs.4 Lac per item.
		3. Officer in Category-II	Up-to value Rs.50,000 Per item

Note: - Subject to the following conditions:-

- a) Brief justification for declaring stores surplus or unserviceable should be given to and by Administrative Department and Director General Audit in each case.
- b) These amounts refer to un-depreciated Book value.
- c) The Dead Stock Registrar will be maintained with updated accounting for each item

S.No	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
9.	Power to declare motor vehicles, earth moving and agriculture machinery, equipment, spares and stores as unserviceable	1. Administrative Department	Full Powers
		2. Officers in Category-I	Up-to value of Rs.4 Lac per item.

## Standard Operation Procedures (Fixed Assets Management)

		3. Officer in Category-II	Up-to value Rs.50,000 Per item
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Note: - Under Rule 8 is also applicable in this case

S.No	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
10.	Power to dispose surplus or un-serviceable motor vehicles, machinery, equipment, spares, stores by auction after due publicity.	1. Administrative Department	Full Powers
		2. Officers in Category-I	Full powers
		3. Officer in Category-II	Rs 100000 at a time
		4. Officer in Category-III	Rs 20000 at a time
		5. Officer in Category-IV	Rs. 5000 at a time

Note: - Subject to the following conditions:

- a) The amounts indicated in item 8, 9 and 10 above refer to un-depreciated book value;
- b) The officer concerned shall indicate date of purchase, book value, usage up-to date of declaring surplus or un-serviceable and detail justification for such declaration; and
- c) A copy of the order so passed shall be communicated to Administrative Department and Director General Audit in each case.

**9. Modes of Disposal of Store:** The Standing Condemnation/Disposal Committee would decide one of following mode for disposal of condemned Stores:

- i. By Gift to other department within Khyber Pakhtunkhwa
- ii. Inter-department Transaction with Khyber Pakhtunkhwa
- iii. By Transfer to other entity within department
- iv. By Public Auction
- v. By Press Tender

I. Gift to other line department: Those items which have been declared Surplus or

## Standard Operation Procedures (Fixed Assets Management)

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Obsolete but are in working condition can be gifted to other department within Khyber Pakhtunkhwa on the following terms and conditions. In this case, Competent Authority to authorize such transaction would be Secretary, E&SE Department.

- i. The item rendered Surplus/Obsolete will be offered on “as is where is basis”;
- ii. The title of the offered item will pass on to the receiving department on receipt of a formal acknowledgement;
- iii. Any cost associated with transfer shall be borne by the receiving organization;
- iv. Equipment received as gift under agreement with the international bodies like DFID, GIZ, Save the Children, UNDP/UNESCO etc would be disposed of only in accordance with the terms and conditions agreed between E&SE Department and such bodies; and
- v. Preference may be given to the Technical and Vocational Training schools with appropriate skills and resources to operate such equipment or to the Archives if some historical value is attached to the equipment or to the training institute where larger public interest can be served.

II. Inter-department transaction for disposal of Asset: The transfer of assets by one department/entity to another will be treated as an arms’ length transaction i.e. the asset will be sold on cash basis instead of as a book entry going through some settlement/exchange account.

- i. On transfer the asset shall be removed from the Fixed Assets Register by a delegated officer within the department/entity. The delegated officer shall also inform the DAO/AG/AGPR of this transfer, who shall make the adjustment in the fixed assets account
- ii. If the department/entity receiving the asset is under the jurisdiction of another DAO/AG/AGPR, that department/entity shall inform the concerned DAO/AG/AGPR of the assets transferred, on the Fixed Assets Form.

Format to record such transaction is attached as Annexure IV.

III. Transfer to other entity within department: A list of Surplus/Obsolete Stores only will be circulated within department and among attached departments through administration wing of E&SE Secretariat once the relevant Standing Disposal Committee declares those items as Surplus or Obsolete and inform Secretariat accordingly. If in case, interest is shown from more than one entity in acceptance of such items then priority would be given to the nearest entity to minimize the transportation cost. However, Competent Authority (in this

## Standard Operation Procedures (Fixed Assets Management)

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case Additional Secretary, Administration) can override this condition if urgency at distantly located entity is felt more and if transportation cost is not going out of proportion. The transfer of assets from one entity to another entity within same department will be treated as a book entry going through settlement/exchange. On transfer, the asset shall be removed from the Stock Register of offering entity after receiving receipt acknowledgement and recorded on the Stock Register of receiving entity. In case of transfer of Fixed Asset, the delegated officer shall also inform the DAO/AG/AGPR of this transfer, who shall make the adjustment in the memorandum Asset Account in the System. The sanction of competent authority should be obtained to the writing off of all losses, deficiencies or depreciation in the value of stores.

#### IV. Disposal through Advertised Tender:

The broad steps to be adopted for this purpose are as follows:

- i. Preparation of bidding documents;
- ii. Invitation of tender for the surplus goods to be sold;
- iii. Opening of bids;
- iv. Analysis and evaluation of bids received;
- v. Selection of highest responsive bidder;
- vi. Collection of sale value from the selected bidder;
- vii. Issue of sale release order to the selected bidder;
- viii. Release of the sold surplus goods to the selected bidder; and
- ix. Return of bid security to the unsuccessful bidders.

The important aspects to be kept in view while disposing the goods through advertised tender are as under:-

- i. The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document;
- ii. The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding. The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten percent of the assessed or reserved price of the

## Standard Operation Procedures (Fixed Assets Management)

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- goods. The exact bid security amount should be indicated in the bidding document;
- iii. The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter-offered to the next highest responsive bidder(s);
  - iv. In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder;
  - v. Full payment, i.e the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods; and
  - vi. In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

Late bids i.e bids received after the specified date and time of receipt should not to be considered.

V. *Disposal through Public Auction*: Standing Condemnation/Disposal Committee may undertake auction of goods to be disposed of either directly or through approved auctioneers. The decision of engaging a Government recognized auctioneer to conduct a public auction may be taken by the competent authority if the value of disposal is substantial. The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender. While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders. Every bidder in Public auction shall have to deposit caution money to become eligible for bidding. During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five percent. of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favor of the Department selling the goods. The goods should be

## Standard Operation Procedures (Fixed Assets Management)

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handed over to the successful bidder only after receiving the 75% of balance payment within 5 days of Auction. The caution money of the unsuccessful bidders shall be refunded immediately after the Auction. The composition of the auction team will be decided by the Standing Condemnation/Disposal Committee only if Auction is carried out indigenously and in case of hiring approved auctioneers; committee may nominate representative or form a sub-committee to monitor the Auction process.

VI. Sale of Scrap: Articles of low or nil value like empties, News-papers, Packing wood, plastics, bottles etc. which are voluminous in nature and also hazardous i.e. flammable etc may be disposed off directly by the Store Keeper with the approval of Competent Authority after adequate publicity without reference to the Standing Disposal Committee on periodic basis so as to make space available for other purposes.

**10. Evaluation and selection of financial offers of firms:** After the bids were opened, a comparative statement will be prepared by respective Standing Condemnation/disposal Committee. The highest bid will be compared with the reserve price. If the highest bid price is more than the reserve price, the item may be offered to the highest bidder. In case, the highest bid price is less than the reserve price, the STANDING CONDEMNATION/DISPOSAL COMMITTEE will once again go through the reserve price to take a decision either to recommend disposal at the highest bid price if the difference between the reserve price and highest bid price is less than 20% or to negotiate with the highest bidder to increase his bid price above the reserve price or to re-tender and send their recommendations for the approval of the competent Authority.

**11. Accounting of Stores:** With the disposal of Stores for being declared surplus/obsolete, all such transactions are to be recorded in their proper perspective where financial impact has to be shifted to all concerned accordingly.

- i. With the approval of Competent Authority to declare proposed items surplus/obsolete /unserviceable, these items will be removed from the Stock Ledgers and shall be entered in the Dead Stock Register (Standard Format);
- ii. The officer concerned shall indicate date of purchase, book value, usage up-to date of such items and detail justification for such declaration;
- iii. A copy of the order so passed shall be communicated to Administrative Department and Director General Audit in each case;
- iv. Office Memorandum containing details of item, its value and head of account etc. will also be issued by the concerned Officer conveying such approval from Competent

## Standard Operation Procedures (Fixed Assets Management)

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Authority so that these items can be written off in the books of the Accounts of the department ;

- v. Receipts from the sale of fixed assets shall be credited to the appropriate account head in the Provincial Consolidated Fund; and
- vi. Sale receipts shall be accounted for on a gross basis. Sale expenses will not be netted off the sale proceeds but shall be separately accounted for as an expenditure item.

**12. Removal of the disposed off stores by the Purchaser:** The delivery of the stores will be given to the highest bidder or his authorized representative only after the full payment is deposited in cash; 'or through BC/DD. On production of the receipt, the Stores Officer will physically hand over the item(s) sold to the party and issue the Gate Pass enabling the purchaser to take out the items sold. The details of the items sold to him should be available with the out gate pass in order to facilitate security check etc Stores Officer shall also record disposal/removal of the stores in the relevant columns of the Disposable Stores Register, which has to be a permanent record with the Stores.





**Government of Khyber Pakhtunkhwa  
Elementary & Secondary Education Department**

Name of Office:

Dated:

**Recommendations of the Standing Condemnation/Disposal Committee**

The following members of the Standing Condemnation/Disposal Committee met today, i.e. on \_\_\_\_\_ 20\_\_\_, and examined disposable stock referred by the \_\_\_\_\_ Section, which includes \_\_\_ No. monitors, \_\_\_ No. CPUs, \_\_\_ No. UPS, \_\_\_\_\_ No. computer tables and \_\_\_ No. computer chairs of \_\_\_\_\_Section. These IT equipment and related furniture and fixture have completed their useful life as per criteria mentioned in condemnation norms and are beyond economical repair with no spare parts readily available in the market for replacement. The disposable items mentioned in the list are also obsolete to the present day use and therefore unserviceable/surplus to the requirement of the Department.

The Committee unanimously recommends condemnation and disposal of the subject stock to the best advantage to the government.

(Signature) Name of Committee member	(Signature) Name of Committee member member	(Signature) Name of Committee
Designation Office name	Designation Office name	Designation Office name

(Signature)  
Name of Officer  
Designation  
Office name  
(Chairman/Convener)

# Standard Operation Procedures (Fixed Assets Management)

## HISTORY SHEET OF EQUIPMENT WITH PROCEEDING OF THE CONDEMNATION BOARD

The following members of the Standing Condemnation Committee assembled at office to examine the under noted equipment and to give their comments under Chairmanship of Mr/Mrs. (Name), (Designation), (Office name) on (Dated).

S/No	Name of Member	Designation of Member
1.		
2.		
3.		

### History Sheet

Item reference No.	Description of item	Make and Model	Source of Supply	Date of usage	Purchase price (book value)	Overall Condition	Overall expenditure on maintenance	Length of Service

### Comments

After physically checking items referred above and the relevant history sheet, Committee has reached to the conclusion that items referred in the history sheet above have outlived their normal life and were in such a condition that any further repairs to them would be considered uneconomical. The Committee has also formed an opinion that equipment mentioned above are of obsolete technology and cannot be used by way of cannibalization or for any other useful purpose. The Committee therefore, recommends that items with reference No. \_\_\_\_\_ in the history sheet may be condemned.

Place of Meeting:

Dated:

Names of the members of the Committee

- 1.
- 2.
- 3.

Signature and Seal

Signature and Seal of Chairman  
Name of Chairman/Convener

## Standard Operation Procedures (Fixed Assets Management)

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### **Elementary & Secondary Education Department** **Government of Khyber Pakhtunkhwa**

Name of Office:

Location:

Date:

DDO reference Code:

### **Report of Unserviceable, Obsolete & Surplus Store for disposal**

S/ No	Asset Details			Other Details			Disposal		
	Asset reference No	Asset Type	Asset Description	Date of Acquisition	Asset Value	Quantity/ Weight	Date of Disposal	Mode of Disposal	Disposal proceeds

Names of the members of the Committee

- 1.
- 2.
- 3.

Signature and Seal

Signature and Seal of Chairman

Name of Chairman/Convener

**DDO Signature  
Name &  
Designation**

# Standard Operation Procedures (Fixed Assets Management)

## Inter-department Transaction Form

Source: APPM Forms 12 A

Transferring Entity							Receiving Entity							
Government:		<input type="text"/>	Inter-entity Form No.:		<input type="text"/>		Government:		<input type="text"/>	DDO:		<input type="text"/>		
Division/Department:		<input type="text"/>	DDO:		<input type="text"/>		Division/Department:		<input type="text"/>					
Date Submitted to Receiving Entity:		<input type="text"/>				Date Accepted:		<input type="text"/>						
Transaction			Settlement/Exchange Account Used		Bank	Amount	Account Code to be Debited				Settlement/Exchange Account Used		Bank	Amount
Item No.	Description	Source Reference	Object	Fund	Account	Rs	Object	Fund	Function	Project	Object	Fund	Account	Rs
<b>Total</b>						<input type="text"/>	<b>Total</b>							<input type="text"/>
Prepared by: _____			Signature: _____		Date: _____		Accepted by: _____			Signature: _____		Date: _____		
Approved by: _____			Signature: _____		Date: _____		Entered by: _____			Signature: _____		Date: _____		

# Standard Operation Procedures (Fixed Assets Management)

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## Sample Tender Document

1. The tenders should be submitted in sealed covers. Open tenders will be rejected.
2. The materials offered for disposal is on "AS IS WHERE IS & WHAT IS BASIS". Delivery would be made in unpacked condition. Government taxes would be applicable.
3. The purchaser may inspect the materials on any working day between \_\_\_\_ AM to \_\_\_\_ PM by prior appointment to satisfy themselves about the quality & condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
4. Tenders should clearly quote their rates Per Kg/ or Per Lot/ or Per Unit as asked for both in figures and in words exclusive of any taxes and duties. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.
5. Tenders should be valid for a period of 30 (thirty) days from the date of opening of the tenders.
6. Earnest Money deposit equivalent to 10% of the amount quoted is to accompany the bids in the shape of Bankers Cheque/ Demand Draft/ cash receipt showing deposit of cash. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited.
7. The balance money less the EMD already deposited should be paid within 5 days from the date of issue of award letter by cash or DD/BC. The cash receipt will be presented to the SDC or its representative for delivery of the goods within 10 days from the date of issue of award letter. In case the store is not lifted within the time specified ground rent as decided by the committee per lot per day will be charged from the purchaser for a further period of 7 days. The materials not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, the \_\_\_\_ Office reserves the right to re-sell.
8. The materials will be allowed to be lifted between \_\_\_\_ AM to \_\_\_\_ PM on any working days. No picking, Choosing or sorting will be allowed in the premises for the disposal lots.
9. Mis-description or error in quantity will not invalidate a sale. A proportionate refund will be made to the purchaser when the weight or number delivered is less than that have been specified in the tender.
10. The facility for weighing if available will be provided at the site of the materials. But the labour, transport and other arrangements will have to be made by the purchaser at their risk, cost and responsibility. In case such facility is not available, the purchaser shall have to make its own arrangement and weighing is to be made in the presence of our representative
11. The person authorized by the purchaser will be allowed to take delivery.
12. The \_\_\_\_, Office reserves the right of withdrawing from the sale of any material or lots at any stage without assigning any reasons there for.
13. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.
14. The tenders duly completed as per the instructions given herein will be delivered up-to \_\_\_\_\_ at \_\_\_\_\_.
15. Tenders so received will be opened in the presence of the bidders, if any at \_\_\_\_ PM on \_\_\_\_\_.