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## HAI ASSETS MAINTAINANCE POLICY

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- The Finance and Administrative department will maintain the Asset Register and number the assets accordingly if the value is Rs 5,000/-and above at the HO.
- The Finance Department will book the furniture and fixture in a single entry in the **main register**. A **sub-ledger** will have the number assigned to each asset at the HO.
- Assets values between Rs.1,000/ to Rs.4,999/- will only be maintained under the Inventory Register to fix the responsibility. This will be supported by the respective site person in charge assigned by the HAI Programme Manager.
- The person overseeing the programme, assigned by the programme manager, will maintain the **Consumable Register** if the assets are below Rs 1,000/- to check the durability of the investment.
- Two **separate** registers will be maintained for FC and NON-FC, along with asset numbers.
- In-charge of each programme will ensure maintenance of a physical **Inward/Utilisation Register** w.e.f. 01/11/2022 in all the programme areas. The programme in charge will ensure the submission of a quarterly utilisation report with the help of programme staff/consultants.
- With the help of the programme staff/consultant, the person in charge will prepare the **distribution list** and maintain the **passbook** in the areas where HAI is directly operational. The Person-in-charge must ensure that the distribution record is maintained in the passbook, while the same should be routed through the inward-out ward register.
- As the fund is applied at the time of purchase of assets, no depreciation should be provided in the books. Still, in the assets register, the depreciation rate will be mentioned so that the as-on-date value could be ascertained at any time in case required.
- Only the HAI Board will decide whether the insurance of any assets is required or not.
- The staff/consultant will sign the assets handover note if the asset is taken outside the HAI premises.
- Annual assets verification will be conducted for the assets assigned to staff/consultants. It must be signed and updated annually.
- If any assets need to be discarded, approval of the CEO is required. After that, it will be offered to HAI staff/consultants on the depreciated value or as the management thinks fit to give. The sale consideration will be deposited in either FC or NON-FC account.
- Internal auditing for verification of assets and stock register in the programme areas where HAI is directly operational shall be conducted on a quarterly basis by the finance & admin


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department. Prior to commencing the internal audit, the department will facilitate the programme team for marking the assets and updating entries in the inventory register.


## Annexure 1

Details of Fixed Assets Register for the year ended 31st March 2023														 लोक: समस्ता: सुखिनो भवन्तु		
Sr. No.	Date	Rate of Depreciation	Assets No.	Invoice No.	Assets Block	Assets Name	Quantity	Rate	Freight	Cost of Assets	Put To Use	Programme Name	Location	User Name	Status	


## Annexure-2

Details of Sub Fixed Assets Register for the year ended 31st March 2023															 लोक: समस्ता: सुखिनो भवन्तु	
Sr. No.	Date	Main Assets	Sub Assets	Invoice No.	Assets Block	Assets	Quantit	Rate	Freight	Cost of	Put To Use	Prog. Name	Location	User Name	Status	

## Annexure 3

Details of Inventory Register																 लोक: समस्ता: सुखिनो भवन्तु			
Sr. No.	Date	Main Assets No.	Sub Assets No.	Invoice No.	Donated/Purchased	Name of Vendor/Donor	Quantity	Rate	Frigh	Total Balance	Utilized /Issued	UT No.	Issued By	Issued to	Location	Prog. Name	Purpose	Status	

## Annexure 4

Consumable/ Store Register																 लोक: समस्ता: सुखिनो भवन्तु			
Sr. No.	Date	Main Assets No.	Sub Assets No.	Invoice No.	Donated/Purchased	Name of Vendor/Donor	Quantity	Rate	Frigh	Total Balance	Utilized /Issued	UT No.	Issued By	Issued to	Location	Prog. Name	Purpose	Status	

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