

कार्यालय, नागपूर महानगरपालिका, नागपूर  
शिक्षण विभाग

दुरध्वनी क्र. 0712-2567028  
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जा.क्र. शि.वि. / 3316 / 2014  
दि. 26/10/2014

प्रति,

- 1) सर्व शाळा निरीक्षक, (8)  
झोन 1 ते 10 शिक्षण विभाग,  
म.न.पा. नागपूर
- 2) सर्व मुख्याध्यापक,  
प्राथ./माध्य. शाळा, शिक्षण विभाग  
म.न.पा. नागपूर

MOST URGENT

**विषय :- Work of preparation of fixed assets inventory & It's valuvation.**

**संदर्भ :- नोडल अधिकारी यांचे पत्र क्र. 27/CBUDCell/2014, दि. 18.10.2014**

वरील विषयाच्या अनुषंगाने संदर्भीत पत्राला अनुसरून आपणास कळविण्यात येते की, आपल्या झोन अंतर्गत असलेल्या शाळांच्या व तेथील उपलब्ध वस्तुसूचि दायित्व मुल्यांकन करून माहिती दि. 30.10.2014 पर्यंत संबंधित पत्रात नमूद असलेल्या संस्थेशी तत्काळ संपर्क साधून प्रपत्र प्राप्त करून माहिती संकलीत करून द्यावी.

सादर मुल्यांकना विषयी झोन 4 घंटोली येथे माहिती उपलब्ध केली आहे. त्या ठिकाणी भेट देवून त्यानुसार माहिती तयार करून न चूकता माहिती संबंधीत **Consultant** यांच्याकडे विचारणा करून विभागाच्या नोडल अधिकारी यांच्याकडे सादर करावी व पाठविण्यात येणाऱ्या पत्राची प्रत या कार्यालयात श्री. आर.ए.मेश्राम, समन्वयक शिक्षण विभाग यांच्याकडे सादर करावी. सादर माहिती वेळेत सादर न केल्यास विलंबाच्या कारवाईस आपण स्वतः जबाबदार राहाल याची गांभीर्याने नोंद घ्यावी.

सहपत्र : -स्क (चार)

शिक्षणाधिकारी  
नागपूर महानगरपालिका, नागपूर

प्रतिलिपी :-

- 1) मा. उप. निगम आयुक्त, म.न.पा. नागपूर यांच्या माहिती करिता अग्रेषीत.

NAGPUR MUNICIPAL CORPORATION, NAGPUR

(CBUD CELL)

Palm Road, Civil Lines, Nagpur

नागपूर म.न.पा.  
शिक्षण विभाग (माध्य.)  
आमक क्र. २५९४  
दिनांक. २०/१०/१४

No. २७/CBUD Cell/2014

Date - 18/10/2014

MINUTES OF THE MEETING

**Subject:** Work of preparation of fixed assets inventory and its valuations.

The meeting was held in conference hall of Honourable MC on 17<sup>th</sup> Oct 2014 at 5.00pm to review the progress of the subject work in which following were presents:

1. Hon Mr. Hemant Kumar Pawar -Additional Municipal Commissioner.
2. Mr. Madan Gadge -Chief accounts and Finance Officer, NMC.
3. Mr. S S Hastak -Nodal Officer
4. Mr. H K Raut- Assistant Commissioner-Zone 9
5. Mr. Raju Bhivgade- Assistant Commissioner-Zone 6
6. Mr. Dilip Patil-Assistant Commissioner-Zone 8
7. Mr. Rajesh Karade- Assistant Commissioner-Zone 2
8. Mr. M L Moroney- Assistant Commissioner-Zone 5
9. Mr. D D Jambhulkar - Estate Officer, NMC
10. Mr. A W Sathawane-SDE-Zone 3
11. Mr. K R Mishra-SDO-Zone 2
12. Mr. U V Dhanvijay-Sec. Engg-Zone 10
13. Mr. Y S Gajbhiye-Assistant Supritendent-Zone 3
14. Mr. A Y Naitam-JE-Estate Department
15. Mr. A M Mankar-CEA -Zone 3
16. CA. Ashish Batra from M/s. Batra Deepak & Associates
17. CA Hemal Kothari from M/s\*Batra Deepak & Associates
18. CA Nitin Betharia from M/s Batra Deepak & Associates
19. CA Darshan Chhajed from M/s Batra Deepak & Associates
20. Bhushan and M/s Batra Deepak & Associates team members.

To start with nodal officer CBUD invited attention of all present to the letter submitted by consultant M/s Batra Deepak & Associates to the MoUD, GoI citing difficulties faced by them in collecting information from NMCs zonal offices.


It was noted that only Dhatoli Zone has made available requisite details. Hon. AMC then directed all zonal Assistant Commissioners to carry out the necessary exercise for furnishing the details to the consultant on similar lines of Dhantoli zone and ensure submission of zonal details.

The zonal Assistant Commissioners informed that the work was delayed due to staff engaged in election duty and they will now concentrate on this job and submit the details by 30.10.2014 positively.

The consultant informed that the assets details upto 2009 are provided by estate department. However details of assets created subsequent to year 2009 upto 31.03.2012 are required from the zonal offices. The staff of the consultant shall assist zonal staff in case of any difficulty in providing the details.

The consultant has circulated the zone-wise details of Building upto 2012 received from estate department, to the zonal Asst. Commissioners with a request to confirm its correctness and bifurcation of the details into own-assets and assets under management and also circulate format, Depreciation Schedule and Assets Identification list for his reference.

Nodal officer ,CBUD brought to the notice of all that the MoUD,GoI has set the time limits to the consultant for deliverables under this contract and GoI is monitoring the progress of the work on regular basis. Therefore it is important to furnish the requisite information without any further delay.

  
Nodal Officer  
CBUD,NMC-Nagpur

Copy Submitted to:

1. Hon.Municipal Commissioner
2. Hon Additional Municipal Commissioner
3. Superintending Engg.

Copy to:-

1. Dy. Director Health
2. Chief Accounts & Finance Officer
3. Executive Engg (Project)
4.  Education Officer
5. Assistant Commissioner (GAD)
6. Executive Engg (Water Works)
7. Health Officer (Sanitation)
8. City Engineer NMC
9. I T Officer
10. Assistant Commissioner LBT
11. Assistant Director (Town Planning)
12. Executive Engg (Quality Control)
13. Tax Superintendent
14. Civil Court Agent

For information and necessary action to submit the requisite details to the consultant in the prescribed format on or before 30.10.2014 positively.

15. Assistant Commissioner zone 1 to 10

Associates-Consultant.

**ULB - MUNICIPAL CORPORATION NAGPUR  
DETAILS OF FURNITURE & FIXTURES**

**As on 01.04.2012**

S No	Description of Asset specifying whether it is table/ chair/ cupboard/ bed/ partition/ vaults/ almirah	Location	Make	Model	Asset Reference Number (In Case any number/ mark is given)	Date of Acquisition	Cost of Acquisition (Rs.)	From Whom Acquired	Mode Of Acquisition	Give Reference of available title document	Remarks (whether in usable condition or not)

ULB - MUNICIPAL CORPORATION NAGPUR

DETAILS OF OFFICE EQUIPMENTS

As on 01.04.2012

S. No.	Description of Equipment	User Department	Place of Installation	Make	Model	Capacity	Asset Reference Number (in Case any number/ mark is given)	Date of Acquisition	Cost of Acquisition (Rs.)	Give Reference of available title document	Remarks (whether in usable condition or not)

Note 1 Office Equipments include photocopy machines, fax machines, telephone instruments, mobile phone instruments, air-conditioners, water coolers, ceiling fans, table fans, type-writers etc.

**MUNICIPAL CORPORATION NAGPUR**  
**DETAILS OF INVENTORY OF CONSUMABLES**  
**As on 01.04.2012**

S. No.	Name of Item	Specification (if any)	Unit of Measurement	User Department	Quantity No. of Items in Stores as on 01.04.2012	Cost of Purchase (Rs.)	Total Value of Inventory as on 01.04.2012	Date of Purchase	Expected Life	Account- code where Purchase is Booked	Remarks (whether in usable condition or not)