

TREASURY

Government Asset Register (GAR)

Guidelines - Request form to update Asset Location/Category

Note:

Please ensure that you have provided the Ministry/Department Name , The Asset Book No for your Ministry, the Name of the Officer making the request and that the form has been duly signed by the officer in charge of the Government Asset Register for the Ministry/Department.

Guidelines for Table 1- Asset Location

Table 1 -Asset Location is used when there is a need to:

- (i) amend the name of the Building or Floor, Section , Room/Office/Ward and
- (ii) create a new code for a Building, Floor , Section & Room/Office/Ward, Locality

Fields	Guidelines
Building, Floor, Section, Room/Office/Ward, Locality	To specify whether the updating or creation of code is for either Building or Floor or Section or Room/Office/Ward or Locality
Current location (if applicable)	To specify the current name of the Building or Floor or Section or Room/Office/Ward or Locality where amendment in name is required. - Leave blank if it is for new building, floor etc
Proposed location	To specify the new name to be assigned to either Building or Floor or Section or Room/Office/Ward or Locality
A / N /D*	Insert "A" which stand for Amend; "N" for New code to be assigned & "D" when there is a need to disable a particular code as appropriate

Guidelines for Table 2- Asset Category

Table 2 -Asset Category should be used when there is need to amend or create a New Category.

Fields	Guidelines
Major	To specify the Major Asset Category to which the change or new code is required
Current Minor 1	To specify the Minor 1 Asset Category to which the change or new code is required, where applicable (i.e if requesting change for Minor 2)
Current Minor 2	To specify the Minor 2 Asset Category to which the change in name is required. Leave blank if it is for a new category
Proposed Minor 1	To specify the new description of the Minor 1 Asset Category.
Proposed Minor 2	To specify the new description of Sub-Category or a new description specified in current Minor 1 field (where a change of name is required). The purpose of the asset should also be provided.
Lifetime of asset	The lifetime of the asset should be provided.
A / N /D *	Insert "A" which stand for Amend, "N" for New code to be assigned & "D" when there is a need to disable a particular category as appropriate