



# Fixed Asset Management

# About Us

Nhbs is a powerhouse of over 150 dedicated professionals, specializing in Fixed Asset Management services and solutions. Since our inception, our mission has been to assist businesses in streamlining their fixed asset lifecycle—from procurement to retirement.

With a strategic pan-India presence across 120+ cities, our unbiased and thorough approach ensures unmatched visibility, compliance, and precise asset tracking for our clients.

Our services encompass the entire fixed asset management lifecycle - from procurement to retirement. We offer a robust suite of services including

- Asset tagging
- Data digitization
- Regular verification
- compliance assistance
- process improvements and more.



# Asset Verification Process



## Review FA Records and Identify Gaps

- Examine fixed asset (FA) records to detect discrepancies or missing information.

## Define Asset Tagging Method

- Determine the appropriate tagging method, such as Bar Codes or Geo-tagging.



## Asset Image Library and Nomenclature

- Develop a comprehensive image library and standardized naming conventions for assets.



## Conduct Physical Verification

- Perform physical verification and scanning of assets to ensure accuracy using following approach
  - Book To Floor
  - Floor to Book



## Identify and Record Gaps Against FAR

- Document any differences or gaps found during physical verification compared to the Fixed Asset Register (FAR).

# End-to-end Services for Fixed Asset Lifecycle Management



## Creation / Re-creation of FAR

- Assess Fixed Assets Policies & Processes
- Diagnostic & Interactive Review
- Define / Re-define FAR
- Gap Analysis & Recommendations



## Verification / Tagging

- Asset Identification & Count
- Asset Geo Tagging
- Data Capturing & Digitization
- Physical Verification with FAR



## Reconciliation

- Asset Reconciliation
- Variance Analysis
- Asset Record Rectification
- FAR Updation



## Fixed Asset Management

- Lifecycle Management of Fixed Assets - Procurement to Retirement
- Periodic Verifications and Reconciliation
- FA Management on Select IT Platform
- Process Improvements

## Approach - Creation / Recreation of FAR

We thoroughly analyse existing data, identify gaps, collect missing information through extensive physical verification or by document verification, and recreate accurate, up-to-date, comprehensive Fixed Asset Registers reflecting the complete asset profile.



### Assessment

- Asset Lifecycle Processes
- Asset Classification Structure

### Re-design

- Gap Analysis and Recommendations on Processes
- Review / Re-design:
  - Asset Classification
  - Fixed Asset Register Outline

### Implement

- Prepare / Update Fixed Asset Register
- Re-define and Implement FAR Updation Process

### Monitor

- FAR Maintenance Process
- Periodic Reporting

# Approach - Verification & Tagging



## Update FAR with Asset Attributes/Info

- Integrate the newly gathered asset information into the FAR.



## Tag Asset (if not done earlier)

- Apply asset tags if they were not previously tagged during the initial data collection.



## Send Details for FAR Updation

- Forward the updated asset information to the relevant team for FAR updates.



## Verification Reporting

- Generate reports detailing the results of the verification process.



## Obtain Verification Sign-off

- Secure formal approval on the verification process, confirming accuracy and completeness.

# Approach - Reconciliation



## Step 1 :

Assets FAR serial number will be matched with physical verification data (location-wise).

## Step 2

Location-wise assets will be matched with make and model details. In case of more than one asset with similar make/model, asset matching will be done with new capitalization i.e LIFO basis.

## Step 3

Post completion of make/model matching assets we will reconcile basis its description. (We will match assets on LIFO basis) (Kindly Note: For Asset transfer/Sales/Disposal, documents will be validated location-wise and remarks will be updated in FAR)

- ✓ Prepare PV Gap Report basis the physical verification data
  - Assets not found
  - Assets not capitalized
  - Assets incorrectly capitalized

# Fixed Asset Management

nhbs dedicated resource will ensure efficient management throughout the lifecycle of fixed assets, enhancing accuracy, compliance, and overall process improvements.

## **Appointed Resource Responsibilities: Complete Lifecycle Management of Fixed Assets**

### **Procurement:**

Creation of purchase orders

### **Tracking:**

Asset tagging for easy identification

Comprehensive documentation

Regular updates in Fixed Asset Register (FAR)

### **Retirement:**

Manage disposal processes (sale, recycling, etc.)

Document and report on retired assets

### **Periodic Verifications & Reconciliation**

Ensure accuracy of asset records through regular checks

Conduct physical counts at scheduled intervals

Report discrepancies and implement corrective actions

### **Support for Process Improvements**

**Standardization:** Streamline asset management processes across departments

**Training:** Conduct compliance audits to ensure adherence

**Data Accuracy:** Improve data accuracy and reduce manual errors through best practices



# Benefits to Clients

**Immediate Efficiencies +  
Sustainable Business Value +  
Compliance**



## Financial

- Accurate visibility of assets
- Improved planning and reporting
- Track assets & depreciation
- Manage warranty and annual maintenance contract information
- Auditable data



## Strategic

- Statutory compliance
- Independent and objective assessments
- Strong fixed asset/operations management
- Support for strategic decision-making



## Operational

- Continuous evaluation of defined processes
- Enhanced visibility and control

# Why Choose Us **nhbs** business next

- 
- **Industry Expertise:** With over a decade of experience, we are pioneers in fixed asset management solutions, offering deep industry knowledge and best practices.
  - **Nationwide Coverage:** Our presence spans across 120+ cities in India, ensuring comprehensive service delivery wherever you are.
  - **Adherence to Global Standards:** Our robust processes are designed in line with international control standards such as ISO 9001 for quality management and ISO 27001 for information security.
  - **Cutting-Edge Technology:** We utilize advanced technologies, including barcode systems, to ensure precise and efficient asset tracking.
  - **End-to-End Solutions:** We cover the entire asset lifecycle, from procurement to retirement, providing a seamless and integrated approach to asset management.
  - **Commitment to Service Excellence:** With a 97% customer retention rate, our client-centric approach coupled with rigorous training programs, ensures consistent, high-quality service delivery.

# Our Clients

We have been fortunate to have gotten the opportunities to serve a range of prominent clients such as:



# Our Clients

We have been fortunate to have gotten the opportunities to serve a range of prominent clients such as:



***IndusInd Bank***



# Contact Us



**ADDRESS**

A 302, Citi Point, J.B. Nagar, Andheri-  
Kurla Road, Andheri (East), Mumbai –  
400 059.



**Email**

shashikant.jadhav@nhbsgroup.com

anagha.khade@nhbsgroup.com



**Phone**

**Mr. Shashikant Jadhav** –  
9833858565

**Ms. Anagha Khade** –  
98330 00946



**WEBSITE**

[www.nhbsgroup.com](http://www.nhbsgroup.com)