

UNIVERSITY OF KASHMIR (

HAZRATBAL, SRINAGAR, KASHMIR-190006
(NAAC Accredited Grade A+)



No: F(PhysicalVerifcation)Est/KU/23

Dated: 21-06-2023

CIRCULAR

Subject:

Annual Physical Verification of Stores/ Goods and Materials for the Financial Year 2022-23.

In conformity with rules governing Inventory Management, all kinds of Departmental Stores have to be periodically verified at least once in a year and therefore, the Estates Division shall undertake Physical Verification of Stores/ Goods and Materials procured by all Units/ Departments/ Centres/ Campuses etc. during the Financial Year 2022-23, which also includes:

- Fixed Assets/ Equipment (as per enclosed Form-I)
- Consumable Goods and Materials including office stationery, chemicals, maintenance spare parts etc (as per enclosed Form-II)
- Library Books/ Accession Registers etc.
- Assets of Historical/ Artistic value (as per enclosed Form-III)
- Other Items (as per enclosed Form-IV)

Accordingly, it is impressed upon the Deans/ Heads Departments/ Directors of Offsite Campuses/ Director IoT Zakura/ Controller of Examinations/ Coordinators and other procuring units of Administration/ Departments/ Units etc to submit, in advance, the details of all such Procurements/ Purchases made during 2022-23 as per Enclosed Formats to the Estates Division on or before 4th July, 2023 without fail and also keep relevant records/ Registers updated for verification. Softcopy of the information in MS-Excel Format may also be made available through e-mail Id: estates@uok.edu.in.

The concerned Dean/ Head/ Director/ Controller of Examinations/ Unit Head having custody of Stores/ Goods and Materials shall maintain suitable item-wise lists/ Registers in such a manner enabling the Estates Division/ Physical Verification Committee to also check the actual balances with the book balances during physical verification.

The schedule of Physical Verification shall be notified subsequently

Encl: 04 leaves

Assistant Registrar (Estates)

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Form-I: Fixed Assets Form 2022-23 (01-04-2022 to 31-03-2023)

Particulars/ Full Description of the Asset with make and model	Quantity	Particulars of Supplier	Bill No.	Bill Date	Budget Head	Total Cost of the Asset (Rs.)	Remarks (if any)
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Name of Campus/ Dep	artment/ Centre	/ Unit: _	
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Form-II: Consumeables i.e Stationery, Chemicals, Spare Parts 2022-23 (01-04-2022 to 31-03-2023)

Particulars/ Full Description of	1		Issue Voucher No.	Qty Issued	Balance	Unit Price	Remarks (if any)
the Item	& Date	Recieved	issue voucher No.	Qty issued	Dalatice	Jillerinee	
				,			
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Name	of	Campus/	Department/	Centre/	Unit:	
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Form-III: Assets of Historical/ Artisitc Value 2022-23 (01-04-2022 to 31-03-2023)

,					Particulars which		
					make it an asset of		
Particulars/ Full Description of	Physical location of	Date of		Cost Price (if	historic/ artistic	Particular of custodian	Remarks (if
the Asset with make and model		Acquisition	Source of Acquisition	any)	value	of the asset	any)

Name of Campus	/ Department/	Centre/	Unit:	
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Form-IV: Other Items 2022-23 (f any) (01-04-2022 to 31-03-2023)

Particulars/ Full Description of the Item	Bill No. & Date	Quantity Received	Stock in Hand	Remarks (if any)