



UNIVERSITY OF KASHMIR

HAZRATBAL, SRINAGAR, KASHMIR-190006

(NAAC Accredited Grade A+)



भारत 2023 INDIA

No: F(Physical Verification)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)**

