

مولانا آزاد نیشنل اردو یونیورسٹی
 MAULANA AZAD NATIONAL URDU UNIVERSITY



(A Central University established by an Act of Parliament in 199)

Accredited 'A+' grade by NAAC

PURCHASE & STORES SECTION

Ref. No. MANUU/Purchase/F.172/2022-2023/48

Date: 18th Apr 2024
 19th

ORDERS

Sub: Physical Verification of Assets till 2023-2024 – Updating the assets in the MANUU Inventory Software & Physical Verification Certification report by the respective department / sections – Reg.

Ref: Approval of the Hon'ble Vice Chancellor dated: 18.04.2024

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It is hereby informed that Annual Physical Verification of Assets has to be carried out every year. (Refer GFR-2017, Rule 213 (1) Physical verification of Fixed Assets: The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.) In this connection, the following committees are constituted to carry-out the work of Physical verification of Fixed Assets:

(a) Committees at Headquarters:

Sl.	Name of the office	Members of the committee
1.	All Dean Offices	- Dean - One faculty member nominated by the Dean - One non-teaching official from Dean Office nominated by Dean
2.	All Departments / Centres under the school	- Dean - One faculty member from the respective Department/Centre nominated by the HoD / Centre. - One non-teaching official available from the respective Department/Centre - HoD / Director / Incharge Centre – Member Convenor
3.	All Directorates	- Director, Member – Convenor - One faculty member nominated by the Director - One non-teaching official nominated by Director
4.	All Sections / Offices	- Section / Office Incharge - Member Convenor - Two non-teaching officials available from the respective Section/office and nominated by Incharge - (in case of non-availability of sufficient officials, the incharge may co-opt officials SO and above rank from Headquarter)

(b) Committee for MANUU Off-campus units:

Sl.	MANUU Campus / Institute	Members of the committee
1.	All CTEs / Polytechnics / Lucknow Campus / Arts & Science College for Women, Srinagar	- Principal / Incharge / Director - One Sr. Associate Professor (nominated by Incharge) - Two Sr. Assistant Professors (nominated by Incharge) - One non-teaching official (nominated by Incharge)
2.	All ITIs	- Principal / Incharge - One trade instructor from each trade (nominated by Incharge) - One non-teaching official (nominated by Incharge)
3.	All Model Schools	- Principal / Incharge - Head Master / Mistress - One Sr. PGR & One Sr. TGT - One non-teaching official nominated by Incharge
4.	RC's / SRC's	- Incharge RCs / SRCs - Two non-teaching officials nominated by Incharge

(Handwritten signature)

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Procedure for submitting Physical Verification Report:

- The concern Section Head shall ensure that the entries made in MANUU Inventory Software till 31.03.2024 and the system generated serial numbers are written on each item(s);
- The concern Section Head shall submit the Physical Verification Report duly signed by the Committee (as per the approved committees mentioned in this circular) members. A quorum of three members i.e. Section Head and other two officials are mandatory for submitting Physical Verification Report.
- The Physical Verification Committee shall check each item listed in the Inventory Software and also certify its status alongwith the serial number(s). Discrepancies, if any, shall be promptly investigated and brought to account.
- Indents for the current financial year (if any) shall be forwarded only after completion of Physical Verification Report for the financial year 2023-2024.
- Any query / clarification during Physical Verification Process, shall be addressed to physicalverification@manuu.edu.in

All the concerned section heads shall update their inventory details (procured till 31.03.2024) in the MANUU Inventory Software and submit the Annual Physical Verification Certificate as per the format enclosed before 31.05.2024.

To

- All the Deans, Directors, Head of the Department, Section/Centre Heads at HQ.
- In-charges of All MANUU Off-campus units.

Copy to:

- 1) O/o The Vice Chancellor / Registrar / Finance Officer
- 2) O/o The OSD-I and OSD-II
- 3) CIT – to upload on University Website
- 4) Concerned File

Registrar

Handwritten signature and date: 19/05/2024