

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A' grade by NAAC)
PURCHASE & STORES SECTION



No.MANUU/PUR//F.189/2018-19/257

13¹⁵ July 2018

CIRCULAR

Sub: Physical Verification – Data Feeding and Certification by the respective Departments / Sections - Reg.

The physical verification of University assets (Equipment / Furniture and Fixtures etc.) as required under GFR has been initiated by the University in new database / software developed by the CIT. Purchase & Stores section and CIT are jointly designated to carry out this process.

All the section heads concerned are requested to nominate one staff member to obtain user ID from CIT for feeding of data pertaining to respective section. The CIT will arrange orientation program on the University database/Software where entries of physical verification are to be made. Orientation program schedule will be intimated separately.

On completion of data feeding in the software, the same will be verified by the team / officials constituted for this purpose. Once the verification is completed, the same will be jointly certified by the concerned official and respective section heads and further countersigned by the inspecting team /officials. After obtaining the signatures, one set of the list of items verified may be retained at the concerned section and another copy will be retained by the inspection team.

All the concerned section heads are requested to cooperate to complete the physical verification process on priority basis.

For any assistance, Mr S Srikanth, Store Assistant (Purchase & Store Section) may please be contacted. (Contact No - 23001697 / 7013483591, email- storesection1@manuu.edu.in)


13/7/18
Registrar

Copy to:

1. Offices of the VC / PVC / Registrar
2. All the Heads Concerned (Teaching & Non-Teaching)
3. CIT - with a request to upload on university website .

Gachibowli, Hyderabad – 500 032

Ph: 040 - 2300 1697, EPABX: 1340-42 E-mail: purchase.manuu@gmail.com