



Ref. No. MANUU/Purchase/F.172/2022-2023/803

Date: 17-02-2023

NOTIFICATION

Sub: Physical Verification of Assets – Constitution of Central Committee – Notification– Reg.
Ref: Approval of the Hon'ble Vice Chancellor dated: 01.02.2023.

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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.) A Central Committee for Physical Verification of Fixed Assets is constituted with the following members:

1. Finance Officer	Chairperson
2. Dean-Education & Training	Member
3. Dean, School of Technology	Member
4. Director, Directorate of Distance Education	Member
5. Director, Centre for Information Technology	Member
6. Assistant Registrar, (F&A-Budget)	Member
7. Assistant Registrar, Estate Section	Member
8. Head, Procurement	Convener
9. Assistant Registrar, Purchase & Stores Section	Co-Convener

Terms of Reference:

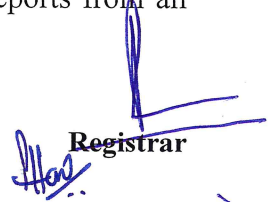
- The Committee shall examine the reports of Physical Verification submitted by the respective Physical Verification Committees constituted (for various sections/departments at headquarters and Off-Campuses) and to attend any ambiguity / clarifications therein;
- The Committee may co-opt any other university official if required.
- The Committee may randomly verify the Physical Verification Process at sections / departments / off-campus units.
- General supervision of the Physical Verification process and issue instructions from time to time;
- The Central committee, after receipt of Physical Verification Reports from all the departments/sections, shall submit its final recommendations;

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 / OSD-I / OSD-II
- 2) Director, Centre for Information Technology – to upload on University Website
- 3) Concerned File


Registrar