

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



No.MANUU/Purchase/F.244/2024-25/ 674

Date: 27/12/2024

CIRCULAR

Sub: MANUU - Purchase - Updation of Inventory & uploading of relevant documents in IMS & Bill Tracking modules of SAMARTH & IMS Portal- Reg.

Ref: Approval of the competent authority dated 16.12.2024

In view of approval of the competent authority dated 04.11.2024 for procurement of minor equipment for Headquarters & Off Campuses under minor research projects (MiRP 2024-25), it is to inform that, the necessary stock entries in respect of minor equipment procured to be made in concerned sections/departments stock registers. In the issue column, the concerned Principal Investigator's (PI) name shall be mentioned. In case of bulk items a separate register may be maintained at the department's custody. However with respect to consumable items, PI's shall maintain their own records/custody. The stock verification of the assets shall be carried out every year as per GFR. Further, concerned user sections/departments at HQs & Off Campuses required to update details pertain to all kinds of inventory procured (including MiRPs) in Inventory Management System /upload all relevant documents in Bill Tracking modules of SAMARTH Portal as the case may be, in order to initiate payment process against the bill submitted/any other issue related to the asset(s).

It is observed that few department/sections are not allowing their PIs to enter in the stock details(Assets) in their department's stock entry register and keeping separate registers maintained individually, which need to be avoided for proper supervision and annual physical verification report.

In addition, the concerned user departments/section's are required to update the inventory details at MANUU Inventory Management System Portal and fixed assets held in their custody should be verified at least once in a year and the outcome of the verification recorded in the corresponding register as per format (as notified vide University Order no. 48 dated 19.04.2024). Discrepancies, if any, shall be promptly investigated and brought to account in compliance with provisions of Rule 213(1) of GFRs

This is for information and strict compliance.

Registrar

To
All Heads (Teaching/Non-teaching at HQ & Off Campuses Institutions of MANUU)

Copy to:

- (i) Office of the Vice Chancellor
- (ii) Office of the Registrar / Finance Officer / OSD-I / OSD-II/Dean , R&C
- (iii) Director, CIT for uploading on University Website