



PURCHASE & STORES SECTION

Ref. No. MANUU/Purchase/F.172/2022-2023/15

Date: 11th April 2025

ORDERS

Sub: Physical Verification of Assets till 2025-2026 – 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: 11.04.2026.

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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
2.	All Departments / Directorates / Centres under the school	- HoD / Director / Incharge Centre – Member Convenor - Two faculty members from the respective Department/Centre nominated by the HoD / Centre. - One non-teaching official available from the respective Department/Centre
3.	All Sections / Offices	- Section / Office Incharge - Member Convenor - Two non-teaching officials available from the respective Section/office

Note: in case of non-availability of sufficient officials, the incharge may co-opt officials among Section Officer and above rank from Other Departments / Sections / Centres)

(b) Committee for MANUU Off-campus units:

Sl.	MANUU Campus / Institute	Members of the committee
1.	All CTEs / Polytechnics / Lucknow Campus / ASCW, Srinagar	- Principal / Incharge - Two faculty members - One non-teaching official
2.	All ITIs	- Principal / Incharge - One trade instructor from each trade - One non-teaching official
3.	All Model Schools	- Principal / Incharge - Head Master / Mistress - One Sr. PGT & One Sr. TGT - One non-teaching official
4.	RC's / SRC's	- Incharge RCs / SRCs - Two non-teaching officials

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PURCHASE & STORES SECTION

Procedure for submitting Physical Verification Report:

- The concern Section Head shall ensure that the entries made in MANUU Inventory Software till 31.03.2026 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 along with 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 2025-2026.
- Entries of fixed assets pertaining to MRP's shall also be entered in the department / section stock registers in a separate sheet/page and entries also shall be made in the concerned software (MANUU Inventory Management System / SAMARTH).
- 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 31.03.2026) in the MANUU Inventory Software and submit the Annual Physical Verification Certificate as per the format enclosed before 31.05.2026.


Registrar

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

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD

REPORT ON CONDUCT OF ANNUAL PHYSICAL VERIFICATION OF ASSETS

Department / Section / Centre :

Year : Till 31.03.2026

Sl. No.	Information required	Information furnished by the department / section
1.	Does the department / section / Center updated inventory of assets?	Yes / No
2.	Furniture / Equipments / other fixed assets physically available in the Department / section as on 31 st March 2026	Signed copy (by committee members) of Inventory Management software till 31 st March 2026 shall be furnished
3.	Has annual physical verification of assets till 2025-2026 been conducted by the date i.e. financial year 2026? If not, the reasons thereof	
4.	In the event of physical verification of assets having been conducted, whether any discrepancy was noticed? If Yes, please furnish details.	(the department / section may use additional sheet if required)
5.	Has there been any case of loss of stores through fraud, theft, fire or negligence during the previous year(s).	Yes / No (If Yes, was it reported to the competent authority and details of action taken.)
6.	In the case of transfer of official in-charge of equipments / machineries etc. during the previous year, whether the assets were handed over to his / her successor under proper acknowledgement?	Dept/ Section / Centre Head in F.Y. 2024-25 : _____ Dept/ Section / Centre Head in F.Y. 2025-26 : _____
7.	In the case of assets created out of sponsored research project funds and the said project getting closed during the previous year, whether the assets so created were properly taken to assets account of the University (if otherwise not claimed by the sponsoring agency)?	(Separate list should be furnished)
8.	Whether any assets / some of the assets have become unserviceable / obsolete? Please furnish details.	List of unserviceable / Obsolete items generated through IUMS may be furnished with signature of committee members
9.	Whether any assets / some of the assets have become Surplus? Please furnish details.	List of surplus items may be furnished with signature of committee members

Date:.....

Signature of Head of the Department / Section / Centre

Name.....

Designation.....