



PONDICHERY UNIVERSITY
(A Central University Established under the Act of Parliament, 1985)

Dr. J. SAMPATH
REGISTRAR i/c

R.V. Nagar
Kalapet
Puducherry-605 014

PU/REGR/Addl.IAO/2012/ 225

Date: 10-06-13

POLICY CIRCULAR – 83

PHYSICAL STOCK/ASSETS VERIFICATION

Sub: Departmental/Unitwise Stock Physical Verification report as on 31.03.2013 – called for – Reg.

As required under GFR 192 the Physical Stock Verification of all items as on 31.03.2013 is to be conducted by the heads of departments, wings and units as was done during the last year. In this regard following procedure will be followed.

1. A Stock Verification committee shall be constituted in each Department/Centre/Office immediately with the following composition.
 - i) Two Senior Faculty/Officers nominated by the Head of the Department/Centre/Office (including DDE)
 - ii) An External Member from the Sister Department/Office.

(Note: The Deans will also constitute similar committees with reference to items available in their office)

Copies of the orders of constitution of Stock Verification Committees may be sent to the Purchase and Store Section and Internal Audit Wing for their record purpose.

2. The Committee will physically verify all items available in the respective Department/Centre/Office with reference to the Stock Register.
3. The committee will also physically verify the items with reference to the items procured under the project. These items should also be available in the respective project stock register of the Departments/Centres/Sections.
4. The committee will submit its report in the proforma attached herewith.

Incase of any excess or short fall, the Head of the Department/Centre will take action at his level to reconcile the discrepancies and forward the report to the Addl. Internal Audit Officer **latest by 30.06. 2013.**

Since the next audit is due to commence immediately after the end of the financial year, the discrepancies, if any, are required to be reconciled before the closure of the accounts. The HODs/Centres/Officers are therefore, requested to appreciate the implications involved and kindly get the verification completed early by adhering to the time schedule positively.



REGISTRAR

All Deans/Heads of Departments/Heads of Wings/Centre Heads/Officers
The Director, Directorate of Distance Education
The Director, Academic Staff College
The Principal, Community College

Copy to

The Assistant Registrar, Vice-Chancellor's Secretariat
The Private Secretary – to Director (SEI&RR) for kind information of the Director (SEI&RR)
The Private Secretary – to Director (Research) for kind information of the Director (Research)
The Assistant Registrar (PCR), Registrar's Secretariat
The Private Secretary – to Finance Officer for kind information of the Finance Officer
✓ The System Manager, Computer Centre – with the request to host the Policy Circular in the Website

STOCK / ASSETS VERIFICATION REPORT AS ON 31/3/2013

Name of the Department/Office :

Category of Store* : Furniture / Lab Equipment/ Office Equipment / Computers & Peripherals etc.,

Sl. No.	Description of Stores	Ledger Page No.	Quantity as per Book Balance	Available (as per Physical Verification held on 31.03.13)				Excess	Shortage	Remarks
				Usage	Under Repair (Serviceable)	Beyond Repair (to be condemned)	Total			

Comments, if any :

Signatures of Committee Member _____

Designation _____