



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

Prof. M. RAMACHANDRAN
REGISTRAR i/c

R.V. Nagar Kalapet
Puducherry-605 014

PU/REGR/IAO/2015-16/148

Date: 17.05.2016

POLICY CIRCULAR NO.93
PHYSICAL STOCK/ASSETS VERIFICATION

Sub: Departmental/Unit wise Physical Verification of stock report as on 31.03.2016 – called for.

As required under GFR 192 the Physical Stock Verification of all items as on 31.03.2016 is to be conducted by the Heads of Departments, wings and units as was done during the last year. In this regard following procedure may be followed:

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

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

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

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.
5. The Committee will record a certificate of verification in the Stock Registers.

In case of any excess or short fall, the Head of the Department/Centre will take action at his level to reconcile discrepancies and forward the report to the Assistant Internal Audit Officer **latest by 06-07-2016**. If the compliance report is delayed in the case of some of the stakeholders, the consequent audit criticism could not be avoided. Hence it is requested that the time limit may please be adhered to.

Since the next audit is due to commence shortly, 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.

This may be treated as **MOST URGENT**

M. Ramachandran

REGISTRAR (i/c)

All Deans/Heads of Departments/Heads of Wings/Centre Heads/Officers
 The Director, Directorate of Distance Education
 The Director, HRDC
 The Principal, Community College, Lawspet, Puducherry
 The Centre Head, PU Karaikal Campus
 The Centre Head, PU Community College, Mahe Campus

Copy to

The Assistant Registrar, Vice-Chancellor's Secretariat

The Assistant Registrar, 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 31.03.2016

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 31.03.2016)				Excess	Shortage	Remarks
				Usage	Under Repair (Serviceable)	Beyond Repair (to be condemned)	Total			

Comments, if any :

Signatures of Committee Member _____

Designation _____