



Circular


Subject:- Furnishing of details of surplus stock-n-store items

Attention of all the Deans/Directors/Associate Deans/Officers/PIs/Heads of Research Centres/Heads of KVKs/Deputy Comptrollers/Assistant Comptrollers etc. is invited to Circular Nos: IAC/PV-2020-23/2024-25/72-96 dated April 18, 2024 followed by reminders vide No. IAC/PV-2020-23/2024-25/105-108 dated June 04/05, 2024 and circular letter No. IAC/PV-2020-23/2024-25/154-256 dated June 05, 2024 on the subject cited above. The requisite information regarding surplus stock-n-store items, which are no longer required, is still awaited.

It is as such once again impressed upon all the Deans/Directors/Associate Deans/Officers/PIs/Heads of Research Centers/Heads of KVKs/Deputy Comptrollers/Assistant Comptrollers/DDOs etc. to furnish the details of all such surplus items to the undersigned in the following format by or before **24-03-2025** positively.

S. No.	Name of item	Make	Model	Product S. No.	Date of Purchase (if available)	Cost (if available)	Present condition of the item
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In case, there is no surplus item, 'Nil' information may please be furnished.


13.03.25

Internal Audit Officer

No: Au/IAC/PV-2020-23/2024-25/1099-1179

Dated: March 13, 2025

Copy of above forwarded for information and necessary action to:

1. All Officers/Deans/Associate Deans of the University.
2. I/c ARIS cell for uploading the circular on University website.
3. All Heads of Division/Units/Stations/KVKs.
4. All Deputy/Assistant Comptrollers/DDOs/PIs of the University.
5. SVC for information of Hon'ble Vice Chancellor.