



Internal Audit Cell
Office of the Comptroller
Sher-e-Kashmir University of Agricultural Sciences & Technology,
Shalimar Campus, Srinagar - 190025

University Order No. 12 (Accts.) of 2026
Dated: May 18, 2026

**Subject: Physical verification of Assets for the year 2024-25 –
Auction/Repairing/Buyback of unserviceable/obsolete items thereof**

Physical verification of Assets of the university for the year 2024-25 has been completed by the Physical Verification Committees constituted vide U.O. No. 09 (Accts.) of 2025 dated July 02, 2025, excepting a few. The physical verification committees, had recommended various unserviceable/obsolete laboratory, electronic, farm implements/machinery, furniture and kitchenware items as 'Auctionable'/'Repairable' whereas computer items and photocopiers were recommended to be disposed of either through 'Auction' or 'Buyback'. However, subsequently, the Competent Authority decided that the computer items/photocopiers should be disposed of through 'Buyback'.

Accordingly, the 'Auctionable' items stands auctioned at various locations by the designated Auction Committees. All the concerned constituent unit heads of the university shall therefore, record necessary entries i.e. "Auctioned vide U.O. No. 12 (Accts.) of 2026 dated 18-05-2026" against these auctioned items in their Register of Assets (Form GFR-22) in RED ink under their signatures.

The computer items/photocopiers (Annexure-G) recommended to be disposed of under 'Buyback', already received by the designated Buyback Committee constituted vide U.O. No. 10 (Accts.) of 2026 dated April 13, 2026 and the process thereof, is in progress. All concerned constituent heads shall record necessary entries i.e. "Handed over to the Buyback committee vide letter No. _____ dated _____", against these items in their Register of Assets (Form GFR-22)/Register of consumables (Form GFR-23), as the case may be, under their signatures.

Further, the items recommended as 'Repairable' shall be sent to 'Equipment Repairing Cell' at Shalimar for repairs and necessary entry i.e. "Sent to ERC vide letter No. _____ dated _____", recorded against the said item. Similarly, the items recommended as 'Perishable' shall be shifted to the Register of Consumables (Form GFR-23) and necessary entry i.e. "Shifted to GFR-23 at Page No. ____; S. No. _____", against the said item(s) shall be recorded against the item.

By order.

Sd/-
Comptroller

No. AUK/IAC/PV-2024-25/2026-27/1501-1515
2026

Dated: May 18,

Copy to:

1. All Deans/Directors/Officers of the University.
2. All Associate Deans/Associate Directors Research/Programme Coordinators/Pis/
Head of Divisions/Heads of other units etc.

3. Incharge ARIS for uploading on university website.
4. Prof. M. S. Pukhta, Chairman, Buyback Committee, SKUAST-K, Shalimar for taking immediate action with regard to Buyback of computer items/photocopiers.
5. Incharge, Equipment Repairing Cell (ERC), SKUAST-K, Shalimar.
6. Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
7. PA to Comptroller for information of the Comptroller.


Internal Audit Officer