



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

CIRCULAR

Subject: Physical verification of Assets for the year 2025-26 – Furnishing of details thereof

Physical Verification of Assets of the University for the year 2025-26 is tentatively scheduled to be conducted from the 24-09-2026. In this connection all the Officers/Deans/Associate Deans/Associate Directors/Programme Coordinators/Principal Investigators/Heads of Divisions/DDOs/other incharge etc. are requested to furnish the details of assets as on March 31, 2026 in respect of their stores in the enclosed format (Annexure) in Excel file, separately in respect of each category viz; Office equipments, Laboratory equipments, Electronic equipments, Computer equipments, Farm machinery, Kitchen items, sports items, Wildlife equipments, Medical equipments etc., to the undersigned through email auditofficer@skuastkashmir.ac.in or through WhatsApp (No.700681627) by or before **September 21, 2026, treating the matter as most urgent.**

Sd/:
Internal Audit Officer

No: AU/Accts/IAC/PV-2025-26/2026-27/ 5267-5320 Dated: September 15, 2026

Copy of above forwarded for information and necessary action to:

1. All Officers/Deans/Directors/Associate Directors/Associate Deans/Programme Coordinators/Principal Investigators/Heads of Divisions/Deputy Comptrollers/Asstt. Comptrollers/DDOs/other unit incharges etc. with the request that Registers of Assets (Form GFR-22) may also please be kept ready for verification by the designated committees.
2. Professor, I/c ARIS Cell for uploading on university website.
3. SVC to HVC for kind information of HVC.
4. PA to Comptroller, SKUAST-K.

[Signature] 15.09.26
Internal Audit Officer

Name of Unit: _____

Stock position of Assets as on 31-03-2026

S. No	Name of the article with specifications	Item Code No.	Location	Date of purchase	Quantity	Cost	Book Balance as on 31/03/2026	Physical balance	Short/surplus	Whether Serviceable or Unserviceable	If unserviceable, whether repairable, auctionable or disposable on buy back basis	If auctionable, minimum value thereof	Remarks, if any

Note: Separate information in respect of Office equipments, Laboratory equipments, Electronic equipments, Computer equipments, Farm machinery, Kitchen items, sports items, Wildlife equipments, Medical equipments etc., may be obtained from the concerned units in the above format and verified accordingly.

Certificate by the unit head

Certified that:

1. All the store items have been included in the above list and no item has been left over unlisted.
2. No instance of shortage/misplacement/theft or carelessness was detected during the period upto March 31, 2026.

Store Keeper

Incharge Store Officer

Head