



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

CIRCULAR

Subject: Rescheduling of Training of Store keepers of the University for maintenance of Assets Register, Consumable Register and Log books

Reference is invited to this office Circular No: AUK/IAC/PV-2024-25/2026-27/2901-54 dated June 18, 2026 regarding the subject captioned above. Many constituent units have reported that they have not received the final list of assets duly verified by the Physical Verification Committee and consequently the Register of Assets could not be maintained. These constituent units have sought further time for maintenance of the records. Accordingly, the said training has now been rescheduled and will now be conducted on **06th July 2026**. However, there will be no change in timing and venue.

All those constituent units, who have not received the final list of Assets as on 31-03-2025, duly verified by the concerned physical verification committee, are requested to obtain the same from the Internal Audit Officer, SKUAST-K, Shalimar by sending him message on WhatsApp No. 7006821627.

It is again impressed upon all the participants to bring Verified list of Assets; Register of Assets (GFR-22); Register of Consumables (GFR-23); Log books of laboratory/machinery equipments, if maintained; Pencil and erasure, alongwith them.

Sd/
Comptroller

No: AUK/IAC/PV-2024-25/2026-27/2996-3056

Dated: June 19, 2026

Copy for information and necessary action to:

1. All Deans/Directors/Officers/Associate Deans/Associate Directors Research/ Project Investigators/ Programme Coordinators/ Heads of Divisions/DDOs.
2. Professor Incharge for uploading on the university website.
3. SVC for kind information of Hon'ble Vice-Chancellor
4. Public Relations Officer, SKUAST-K for reservation of VC's meeting hall and making other necessary arrangements.
5. PA to Comptroller for kind information of the Comptroller/Director Finance.


Internal Audit Officer