



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

**CIRCULAR**

**Subject: Training of Store keepers and I/c Store officers on data digitization of moveable Assets**

The university has initiated the process of data digitization of its moveable Assets. For its successful implementation, basic training for the stakeholders is necessary.

All Deans/Directors/Officers/Associate Directors/Associate Deans/Program Coordinators/ Heads of Divisions/Project Investigators/DDOs etc. are therefore, requested to depute store keepers/officials dealing with stores and incharge store officers of their respective stores on the 27-10-2026 (as per timing indicated below) for attending compulsory/mandatory training on data digitization of moveable Assets:

| S. No. | Name of Directorate/Faculty/College/Research Centre/KVK etc.                                                                                                                                                                                                                               | Date of training              |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1.     | All offices located at Shalimar Campus including Registry, Directorates, Comptroller office, Controller of Examinations, Dean FoH, DSW, CoAE&T, Dy. Comptroller Divisions, IBPR, SKIIE Centre, CAIML, ARIS, Estates wing, Vehicle pool, all divisions of FoH, Principal Investigators etc. | 27-10-2027<br>[Time 11-00 am] |
| 2.     | All other Faculties, Research Stations KVKs including Principal Investigators of various Projects of these Faculties/Research Stations/KVKs                                                                                                                                                | 27-10-2026<br>[Time 2-30 pm]  |

The training programme will be inaugurated by Hon'ble Vice Chancellor. All store keepers and incharge store officers may ensure their mandatory attendance on the scheduled date and time.

Sd/  
Internal Audit Officer

No: AU/Accts./IAC/Misc./2026-27/5922-6007

Dated: 21-10-2026

Copy to:

1. All Officers of the University/Directors/Deans/Associate Directors/Associate Deans/ Program Coordinators/Heads of Divisions/Project Investigators/DDOs etc.
2. Professor incharge, ARIS, SKUAST-K, Shalimar for uploading on University website and with the request to depute your team for demonstration.
3. SVC for kind information of Hon'ble Vice Chancellor.
4. PA to Comptroller/Director Finance, SKUAST-K for kind information of the Comptroller/ Director Finance and also for emailing to all concerned heads.

  
Internal Audit Officer