



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

**CIRCULAR**

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

During physical verification of Assets of all the constituent units of the university for the year 2024-25 it was observed that Assets Registers and Consumable Registers were not maintained on the prescribed forms viz; Form GFR-22 and GFR-23 respectively. It was also observed that Log books in respect of machinery and laboratory equipments were also not being maintained. All the concerned store officers/store keepers were instructed on spot to maintain these registers on the prescribed forms. Subsequently, all the store keepers were instructed to produce the Register of Assets to the Internal Audit Officer for verification/check. However, again it was found that many of these store keepers have not been able to maintain the said registers properly and the need has arisen to conduct one-day training session for all the store keepers and educate them fully to maintain the said registers/records properly. Accordingly, the Competent Authority has been pleased to conduct one-day training to all the store keepers of the University on **24<sup>th</sup> June 2026** in the VC's Conference Hall.

It is therefore impressed upon all the Deans/Directors/Officers/Associate Deans/Associate Directors/ Heads of Divisions/Heads of KVKs/PIs/DDOs etc. to depute their store keepers alongwith the Registers of Assets (Form GFR-22), Registers of Consumables (Form GFR-23), log books of laboratory/machinery equipments (if maintained) and lists of Assets as on 31-03-2025 duly verified by the Physical Verification Committee, to main campus Shalimar for attending the requisite training on the scheduled date. In case, any constituent unit has not received the final verified list of assets, they are advised to collect the same from the Internal Audit Officer, SKUAST-K before the scheduled date of training.

The attendance of all the store keepers is mandatory and strict action against the absentees shall be taken, as warranted under rules.

All the participants will mark their attendance between 10-00 a.m. and 10-25 a.m. and the training will start at 10-30 a.m. sharp. Thereafter, no participant will be allowed to join.

Sd/  
Comptroller

No: AUK/IAC/PV-2024-25/2026-27/2901-54

Dated: June 18, 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 ARIS, SKUAST-K 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 Comptroller.*

Internal Audit Officer

*[Signature]*  
18.06.26