

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A' grade by NAAC)
PURCHASE & STORES SECTION



No.MANUU/PUR/2018-19/F. 189/ 399

3rd Sep 2018

CIRCULAR

Sub: Physical Verification – Data feeding by the respective Department / Sections and inspection-Reg.

Ref : Circular MANUU/PUR/F.189/2018-19/257 dt 13 Jul 18

There has been audit observation, including Performance Audit during the last month vide its AE No 04 dated 25 Jul 18 for non completion of Annual Physical Verification of its fixed assets by the University. The physical verification of University assets (Equipment / Furniture and Fixtures etc.) as required under GFR 2017, Rule 213 has been initiated by the University in new database/software developed by the CIT. Orientation programme to familiarize with the software has already been completed by all the officials/staff nominated by respective Department/Section Heads.

All the concerned Heads of the Departments/Sections are requested to ensure the timely completion of data feeding and intimate the same to inspection team (by email storesections1@manuu.edu.in) so as to enable the University to submit its compliance report.

Schedule

S.No	Department/Sections	Last date for data feeding	Inspection schedule
A	All Departments / Sections at HQ (except the Departments/sections mentioned in column B)	10.09.2018	11.09.2018 onwards
B	IMC, Engg. Section, School/Dept. of Education & Training, Hostels, CIT, CS&IT, Guest House, Exam Branch, Directorate of Games & Sports, DDE, HRDC, Polytechnic, Model School-Hyderabad	17.09.2018	18.09.2018 onwards

Note: Off campuses data feeding and inspection will be dealt with separately.


31/8/18
Registrar

Copy to:

All Section Heads (Teaching/Non-Teaching)
Office of VC/PVC

Gachibowli, Hyderabad – 500 032

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