Proforma for Physical Verification of assets/stocks upto 31.03.2015

1 Machinery & Equipment: Under this classification the equipments and machinery (including AC Plant, Generator etc.) shall be included

Description	So	urce	Location (Department or at some other	Date of Purchase/ installation	Original Cost	In use or not	Logbook maintained if cost is Rs. 5 lacs & above (Yes/No)	project fund whether that project continued
	Research Project	University funds	place)					upto 31.03.15 (Yes/No)

2 Computer & Peripherals: Under this classification, the computers, printers, scanners and other computational facilities shall be added

Description	Son	urce	Location	Date of	Original Cost	In use or not	Logbook maintained	If purchased out of
	Research Project	University funds	(Department or	•			if cost is Rs. 5 lacs &	
			at some other	installation			above (Yes/No)	that project continued
			place)					upto 31.03.15 (Yes/No)

3 Furniture & Fixture: Under this classification office tables, chairs, almirahs, classroom furniture etc. shall be added

Description	Son	urce	Location	Date of	Original Cost	In use or not	Logbook maintained	
	Research Project	University funds	(Department or	•			if cost is Rs. 5 lacs &	
			at some other	installation			above (Yes/No)	that project continued
			place)					upto 31.03.15 (Yes/No)

4 Library books(Please exclude the books purchased through Central Libra	4 Librar	arv books()	Please exclude	the books	purchased	through	Central	Librar
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Description	Son	urce	Location	Date of	Original Cost	In use or not	Logbook maintained	
	Research Project	University funds	(Department or	•			if cost is Rs. 5 lacs &	2 0
			at some other place)	installation			above (Yes/No)	that project continued upto 31.03.15 (Yes/No)

Vehicles: It includes two wheelers, four wheelers, passenger cars, buses and other carriage vehicles.

Description	Son	urce	Location	Date of	Original Cost	In use or not	Logbook maintained	
	Research Project	University funds	(Department or	•			if cost is Rs. 5 lacs &	
			at some other	installation			above (Yes/No)	that project continued
			place)					upto 31.03.15 (Yes/No)

6 Electric Installations/appliances: It includes the Air-conditioners, Heaters, Refrigerators, Coolers, Fans and other similar items

Description	So	urce	Location	Date of	Original Cost	In use or not	Logbook maintained	If purchased out of
	Research Project	University funds	(Department or	Purchase/			if cost is Rs. 5 lacs &	
		_	at some other	installation			above (Yes/No)	that project continued
			place)					upto 31.03.15 (Yes/No)

Others: Assets not falling in above specific classification shall be added here

Description Source Location Date of Original Cost in use of not Logoook maintained in purchased out of	Description	Source	Location	Date of	Original Cost	In use or not	Logbook maintained	If purchased out of
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Research Project	University funds	(Department or at some other place)	Purchase/ installation		if cost is Rs. 5 lacs & above (Yes/No)	project fund whether that project continued upto 31.03.15 (Yes/No)

8 Building & other Infrastructure: (To be provided by XEN)

The Construction Office may prepare the information as follow:

Buildings

The information shall be prepared separately for different kind of building as below:

- a) Academic Block including Laboratory
- b) Hostels
- c) Guest Houses
- d) Auditorium
- e) Administrative/official and others buildings

Description	Covered Area in	Date of	Cost of	Present
	Sq.Ft.	completion	completion	value

Roads and other services: It includes water supply, sewerage and drainage system etc

Description	Date o	f Measurement	Cost	Present
	completion			Value

Description	Date of	Measurement	Cost	Present
	completion			Value

IV

Description	Date	of Measurement	Cost	Present
	completion			Value

∨ Work in Progress

Description	% completion	Cost
	upto 31.03.2015	

9 Internet, Telecommunication, Wi-Fi Network (To be provided by Computer Centre)

Description	Date	of	Measurement	Cost	Present
	completion				Value