

PANJAB UNIVERSITY CHANDIGARH

From
Deputy Registrar (Accounts)
Panjab University
Chandigarh.

To
All the Chairpersons/Coordinators of All
Centres/Heads of the Teaching Departments
/Branches /Directors of Regional Centres
/Constituent Colleges, Panjab University, Chandigarh

No. 15835-16035/A

Dated: 22/01/18

Subject: Certificate of Physical Verification of stores

Dear Sir/Madam,

This is in continuation to this office letter no. 13904-14103/A dated 24/12/2018 regarding Physical verification of Stores/Assets. Some of the departments have misinterpreted the certificate (with respect to date) therein.

To remove any doubt the wording of the certificate has been amended slightly as given below:

"This is to certify that the physical verification of stores/assets (including of those procured out of sponsored /schemes) has been carried out on _____ (date to be mentioned) in reference to the entries made in Stock/Assets register. In such verification no shortage or Excess of stock/asset was found except following:"

Shortages

Sr. No.	Particular of Stock/Asset	Reference of stock/register	entry in	Year of purchase	Remarks

Excesses

Sr. No.	Particular of Stock/Asset	Reference of stock/register	entry in	Year of purchase	Remarks

You are requested to submit the information strictly as per above proforma **immediately.**

Please treat it as **most urgent.**

Yours faithfully

Ravi Manchanda
Deputy Registrar (Accounts)

Copy to FDO for information.