

**PANJAB UNIVERSITY CHANDIGARH**

To

All the Chairpersons/Coordinators of All Centres/  
Heads of the Departments/Branches/Teachers Holiday Homes  
Directors of Regional Centres/Constituent Colleges,  
Panjab University, Chandigarh.

No. 13912-4111/A

Dated: 11.12.2023

Dear Sir/Madam,

As per rule 27.32.1 of Panjab University Accounts Manual, physical verification of Stores/Assets is required to be conducted by the departments at least once in a year. In this regard the Vice Chancellor has already approved that the Technical Committees of the concerned teaching departments/Centers/Institutes/Constituent Colleges shall carry out such physical verification in terms of Rule 27.32.2 of Panjab University Accounts Manual.

You are, therefore, requested to carry out the physical verification as above and a report may be submitted to this office on or before **29.12.2023** positively on the following format (duly signed by the Technical Committee).

*"This is to certify that the physical verification of stores/assets (including of those procured out of sponsored projects/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**

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

**Excesses**

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

[Note: In case there is no shortage/excess, then NIL may be mentioned in the above format.]

Yours faithfully,

*S. K. Mahajan*  
11.12.23

Deputy Registrar (Accounts)

Copy to :

1. SVC for information.
2. Registrar for information.