

6 माइल, साम्दुर, फादोंग -737102
गंगटोक, सिक्किम, भारत
फोन-03592-251212, 251415, 251656
रेखांकन -251067
वेबसाइट - www.cus.ac.in



सिक्किम विश्वविद्यालय
SIKKIM UNIVERSITY

6th Mile, Samdur, Fadong -737102
Gangtok, Sikkim, India
Ph. 03592-251212, 251415, 251656
Telefax: 251067
Website: www.cus.ac.in

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और पेंक (एनएएएच) द्वारा वर्ष 2015 में प्रमाणित, केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

SU/2021/FIN-02/FG/2954/117

Dated: 14.06.2021

CIRCULAR/ 20/2021

Subject: Submission of Physical Verification of Lab Equipment, Lab Servers, Lab UPS, Desk-Top Computers used in Labs.

It is to inform to all the HoD(s)/In-charge(s) of the Academic Departments that as per GFRs 2017, the Physical Verification of Assets have to be carried out every year which forms the basis for preparation of the University Annual Accounts. Further, physical verification report of all assets owned by the University has to be produced for audit to be carried out by the AG (Audit), Sikkim.

Therefore, all HoD(s)/In-charges (s) of the Academic Departments are requested to carry out the physical verification of lab equipment, lab servers, lab UPS, Desk-Top Computers used in Labs by duly constituting the verification committee of teachers and lab staff and submit the report in the format enclosed as **Annex- I** through e-mail to the Finance Officer at financeofficer@cus.ac.in positively by 30.06.2021.

Encl: Annex – I


14/06/2021

(Prof. N.K. Paswan)
Finance Officer (I/c)

Distribution:

1. PS to VC for kind information of the Vice-Chancellor
2. PS to Registrar (I/c)
3. PS to Finance Officer (I/c)
4. PS to Controller of Examinations
5. PS to Librarian
6. Deans of Schools of Studies including Dean Students' Welfare
7. All Heads/In-charge(s) of the Departments
8. Dy. Registrar (F) I/c/Internal Audit Officer
9. Website Committee for uploading the Circular in University Website
10. All Notice Board
11. Guard File

Annex-I

Physical Verification of Lab Equipments, Lab Servers, Lab UPS, Desk-Top Computers used in Labs as on 31st March, 2021.

Name of the Department:

Name of the HoD/In-charge:

Date	Name of the Equipments (Project equipment not to be included)	Particulars of the Equipment		Cost of Asset*	Location of Asset	Custodian of the Asset	Remarks of the Verification Committee on its functionality or any other aspects
		Model & Make	Qty.				
1	2	3	4	5	6	7	8

***Historical cost/original purchase value.**

(To be signed by the Physical Verification Committee duly constituted by the concerned HoD/In-charge)