



UNIVERSITY OF HYDERABAD  
FINANCE & ACCOUNTS

Ref No. UH/F&A/Accounts/2024-25/F.

Date:17-03-2025

**CIRCULAR**

**Sub: Physical Verification of Stock & Fixed Assets for the FY.2024-25**

All the Deans of Schools/ Heads of the Departments, Centres, Administrative Units / Sections are hereby requested to Prepare a statement of Fixed Assets (in MS-Excel/Word) since the inception in the Asset Register proforma (Form GFR-22) of the respective School/Department/centre etc. and conduct the physical verification of those Assets as per the list. Out of which, if any assets are declared obsolete/unserviceable, the list of such asset details may be provided in the following format separately as an annexure to the physical verification report in addition to a technical committee report declaring those assets as obsolete/unserviceable.

| Sl. No | Name of the Asset | Invoice No.& date | Value of the Asset | Status of the Asset | If it is not in use, the date of surrender to the Estate/GAD |
|--------|-------------------|-------------------|--------------------|---------------------|--------------------------------------------------------------|
|--------|-------------------|-------------------|--------------------|---------------------|--------------------------------------------------------------|

Maintaining a stock register in form GFR -23 is mandated, and a Physical Verification of such stocks must be done as of 31-03-2025. A certificate to that effect in Annexure I & II may be forwarded to the F & A (Accounts-I) on or before 30-04-2025 to enable the submission to the CAG Audit team.

The audit observed that the physical verification report submitted by some units only pertains to the assets/stock purchased during one financial year, which is unacceptable to the audit. The assets/stock are to be verified as per the respective registers, and registers/verification reports are to be submitted to the audit on demand.

The AUDIT will view seriously the non-maintenance of records and non-conduct of physical verification of fixed assets/stock.

To

All the Deans of the Schools/Heads of Departments & Centres  
The Registrar/CE/UE  
All Administrative Units  
Webmaster- with a request to upload on the UoH website

Finance Officer

वित्त अधिकारी / FINANCE OFFICER  
हैदराबाद विश्वविद्यालय / University of Hyderabad  
केन्द्रीय विश्वविद्यालय डा.घ / Central University P.O  
हैदराबाद टी.एस./Hyderabad.T.S.-500 046.

**ANNEXURE-I**

This is to certify that this School / Department / Centre/ Section has conducted a Physical Verification of Fixed Assets held as of 31-03-2025 and certify that all the assets as per the Fixed Assets Register maintained by this unit are physically available in the School/Department/Centre/Section and no deviation/shortage is observed or noticed.

Signature: -----

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Authority: \_\_\_\_\_

(Dean/Head/Director/Prof.)

(Stamp)

ANNEXURE-II

This is to certify that this School / Department/ Centre/ Section has conducted a Physical Verification of Stock held as of 31-03-2025 and that all the Stocks are physically available in the School/Department/Centre/Section as per the stock register maintained. No deviation/shortage is observed or noticed.

Signature: -----

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Authority: \_\_\_\_\_

(Dean/Head/Director/Prof.)

(Stamp)