

<p>हैदराबाद विश्वविद्यालय केंद्रीय विश्वविद्यालय डाक घर हैदराबाद 500 046</p>	<p style="text-align: center;"> वित्त एवं लेखा / Finance & Accounts</p>	<p>University of Hyderabad P.O. Central University Hyderabad 500 046</p>
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Ref No. UH/F&A/Accounts/2025-26/F.331

24 March, 2026

CIRCULAR

Sub: Physical Verification of Stock & Fixed Assets for the FY.2025-2026

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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.

SNo	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
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Maintaining a stock register in form GFR -23 is mandated, and a Physical Verification of such stocks must be done as of 31.3.2026. A certificate to that effect in Annexure I & II may be forwarded to the F & A (Accounts-I) on or before 30.4.2026 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, (i.e. from the beginning to 31.3.2026) and registers/verification reports are to be submitted to the audit on demand. Further, the same certification may made in the Registers also on 31.3.2026.

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



Finance Officer

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

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

Department / Centre Name: _____

School: _____

ANNEXURE-I

This is to certify that this School / Department / Centre/ Section has conducted a Physical Verification of Fixed Assets held up to 31.3.2026 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.

Date: _____

Place: _____

Signature: _____

Name: _____

Authority: _____

(Dean/Head/Director/Prof.)

(Stamp)

Department / Centre Name: _____

School: _____

ANNEXURE-II

This is to certify that this School / Department/ Centre/ Section has conducted a Physical Verification of Stock held as of 31.3.2026 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.

Date: _____

Place: _____

Signature: _____

Name: _____

Authority: _____

(Dean/Head/Director/Prof.)

(Stamp)