

**CENTRAL PURCHASE OFFICE
ALIGARH MUSLIM UNIVERSITY
ALIGARH**

D.No 1657 /CPO

Dated. 06/8/18

REMAINDER

**Deans of Faculties
Principals of Colleges / Schools
Chairman of the Departments of Studies
Directors of Institutions / Centre
Heads of Offices
Provosts of Halls**

Kindly refer to this office letter D. No.2841/CPO dated 15.03.2018 for furnishing the Annual Physical Verification report 2017-18, upto 15-05-2017.

In this connection, it is to inform you that Annual Physical Verification Report 2017-18 have not been received from your office so far.

It is, therefore, once again requested that the Physical Stock Verification Report of Stores / Stocks for the year 2017-2018 pertaining to your Department / Office may kindly be forwarded to the Central Purchase Office latest by 10-08-2017 without fail alongwith the following certificate:

“Certified that the balance of all the articles in number / quantity on Physical Verification in Department / Office has been found in agreement with the number / quantity as entered in the Department’s Stock Register.”



**Assistant Finance Officer
Central Purchase Office**

Copy to:

1. A.R., PVC Secretariat AMU
2. P.S to Finance Officer AMU

**Assistant Finance Officer
Central Purchase Office**