

**Central Purchase Office
Aligarh Muslim University
Aligarh**



NAAC accredited
Grade 'A'

**केन्द्रीय कय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़**

Phone: +91-571-2700920 Ext: 1270/ 71/ 72

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مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

Ref. No.: D-219 /CPO/2020-21

Dated: 25 August 2020

Notice
(Time Bound)

In the light of the Audit Memo issued by the Government Auditors regarding physical verification of fixed assets, kindly provide the details as per Proforma printed overleaf latest by 01.09.2020 so that the same may provided to the Auditors within time.

(Irfan Ahmad)

Assistant Finance Officer

Distribution: (for necessary action)

- All Deans of Faculties / Dean Students' Welfare/ Proctor,
- All Chairmen of the Departments of Studies,
- All Director / Coordinator of the Centre / Institutes / Units/ Cells/ Sections,
- All Head of Offices / MICs / OSDs,
- All Principals of Colleges / Polytechnics / Schools,
- All Provosts of Halls of Residence / NRSC/ Incharge Boarding Houses,
- University Engineer/ Electricity Engineer/ Public Relation Officer/ University Librarian
- All Joint Registrars / Joint Finance Officers / Joint Controllers,
- All Deputy Registrars / Deputy Finance Officers / Deputy Controllers / Internal Audit Officer,
- Assistant Registrar VCs / PVCs Secretariat,
- All Assistant Registrars / Assistant Finance Officers / Assistant Controllers,
- P.S. to Registrar / Finance Officer / Controller of Examinations & Admissions,

Aligarh Muslim University, Aligarh.

Details of inventories for the Financial Year 2019-20

[In terms of Audit Memos issued by the Government Auditors for audit of the annual accounts of the University for the Financial Year 2019-20]

S. No.	Name of the items [Permanent/ Fixed Nature Only]	No. of Item as on 01.04.2019	No. of Item Procured / Received during the FY: 2019-20	No. of Item Auction/ Condemned during the FY: 2019-20	No. of Item as on 31.03.2020	Remark (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

"I hereby declare that the above furnished details are true to the best of my knowledge."

Signature of HOD:

Name of HOD:

Contact No.:

Seal: