

Central Purchase Office
Aligarh Muslim University
Aligarh



केन्द्रीय क्रय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

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

NAAC accredited
Grade 'A'

Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

Ref. No.: D- 260 /CPO/2020-21

Dated: 07th September 2020

Circular
(Time Bound)

Annual Physical Verification

In the light of the circular vide D. No. 40/1/1967-IAO/D-1998 Dt: 06.03.1967 and Para 103 of University Account Code, all Head of Departments/ Officers are requested to send the Annual Physical Verification Report (APVR) of Stores / Stocks for the Financial Year 2019-20 in respect of all the items of Permanent/ Fixed Nature to the Central Purchase Office by 25.09.2020 along with following certificate:

"Certified that the items as entered in the stock register are physically available in exact number and quantity".


(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.