

Subject: Annual Physical Verification of assets (IT equipment & peripherals like Desktop/Laptop, Printer, Photocopier etc.) & furniture in the administrative/ non-teaching Departments of the University.

Name of the office/section: _____

Location/ Room No. _____

List of equipment/material/furniture available in the administrative/ non-teaching departments (IT equipment like Desktop/Laptop, Printer, Photocopier and other peripherals) (working/non-working/surplus/deficient) verified by the committee is as follows: (_____ leaves)

S.No.	Description	Asset No.	Location	Status (Working/Not working)	Remarks

Verification Committee:

(Name with Designation)

(Name with Designation)

(Name with Designation)