CENTRAL PURCHASE OFFICE
ALIGARH MUSLIM UNIVERSITY
ALIGARH

D.No .......................... /CPO

REMAINDER

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


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."

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

Assistant Finance Officer
Central Purchase Office

Assistant Finance Officer
Central Purchase Office