

CIRCULAR

Sub:- Physical Verification of assets - reg.

Ref :- Minutes of the Meeting held on 16.05.2023.

All the Heads/Principals/Directors/Principal Investigators of all Departments/Schools/Centres are requested to physically verify all assets in their sections and compare with the entries in DEAS Software and a Certified reports stating the correctness of the entries [after making necessary corrections like Add/Edit/Delete] in DEAS Software shall be submitted to the Registrar, CUSAT latest by 15th June 2023.

Regarding Administrative Office, concerned Assistant Registrar/Deputy Registrar/Joint Registrar as the case may be should physically verify the assets entered in DEAS Software and a certified copy to be submitted to the Registrar on or before 15.06.2023.

With regard to School of Engineering, School of Marine Sciences and CUCEK, concerned Assistant Registrar should collect the report from each Heads of the Departments/Divisions/School and consolidate the reports and forward the same to the Registrar on or before 15.06.2023 duly certified by the Director/Principal.

Registrar may transmit the same to the Planning and Development Officer for consolidation and for further necessary action.

It is also informed that all further requirements of assets like additional purchase, AMC/Repair/Maintenance etc. should contain the asset reference id / quantity of the concerned assets shown in DEAS Software without which the request could not be considered.

Dr. Meera V *
Registrar

To

All Heads/Directors/Principals of Departments/Schools/Centres
PS to VC/PS to PVC/PA to Registraqr/PA to FinanceOfficer/Controller of Examinations
The Planning and Development Officer
All JRs/DRs/ARs
JDKSAD
E-Governance Cell/CIRM

