കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. CUSAT/DEAS.SO/71293/2021

KOCHI-22
Dated: 22.07.2023

CIRCULAR

Sub:- Physical Verification of assets - reg.

Ref :- Circular dated 23-05-2023

All the Heads/Principals/Directors/Principal Investigators of all Departments/Schools/Centres were 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 should 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.

In continuation to the above, it is very sad to inform you that most of the Offices has not complied with the directions and hence you are directed to submit the same by 05-08-2023 without fail so as to prepare a Consolidated Asset Register for the university at the earliest . Expecting a positive action from your side.

Please ignore if the directions are already complied.

Sudheer M S *
Finance Officer

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