



திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY

(NAAC Accreditation 'B+' Grade)  
(State University)  
SERKKADU, VELLORE - 632 115.

**Dr.R.VIJAYARAGAVAN, M.Sc., M.Phil., B.Ed., Ph.D.,**  
**REGISTRAR i/c**

Date: 16.09.2022

No. TVU/R/F4/ Finance Section/annual stock verification/2022

CIRCULAR

ANNUAL STOCK VERIFICATION

<b>Sub:</b>	Thiruvalluvar University, Vellore- University Departments - Annual Stock Verification- Filed in Stock verification form-submitted to Finance Section, Thiruvalluvar University, Vellore.
-------------	--

I am by direction to verify the Annual stock entry for the purchase of Furniture, Desktop Computers, Laboratory Equipments and others etc., in the Departments of Thiruvalluvar University, Vellore.

Stock Entry forms can be downloaded from the University Website – [www.tvu.edu.in](http://www.tvu.edu.in)

All HOD's / Departments are requested to submit the filled in stock entry forms to the Finance Section, Thiruvalluvar University within 10 days on receipt of the circular.

  
REGISTRAR i/c

  
200922

encl: formal

copy To

1. Web manager
2. 10 Dept HOD
3. Registrar PA.



திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
(NAAC Accreditation 'B+' Grade)  
(State University)  
SERKKADU, VELLORE - 632 115

Furniture Stock Book/Report

Stock Record for the Month/Year \_\_\_\_\_

Department \_\_\_\_\_

Date of entry	Description of the Materials/Article	Received			Balance of Stock	Remarks/Condition	Initials of receiving officer	Qty consumed or removed or broken if any
		Date	Qty	Rate				

Record/ Stock Holder \_\_\_\_\_  
Verified by & sign \_\_\_\_\_

HOD





திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
(NAAC Accreditation 'B+' Grade)  
(State University)  
SERKKADU, VELLORE - 632 115

Electronics item Stock Book/Report

Stock Record for the Month/Year \_\_\_\_\_

Department \_\_\_\_\_

Date of entry	Description of the Materials/Article	Received				Balance of Stock	Remarks/Condition	Initials of receiving officer	Qty consumed or removed or broken if any
		Date	Qty	Rate	Amount				

Record/ Stock Holder \_\_\_\_\_  
Verified by & sign \_\_\_\_\_

HOD



திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
(NAAC Accreditation 'B+' Grade)  
(State University)  
SERKKADU, VELLORE - 632 115

Other item Stock Book/Report

Stock Record for the Month/Year \_\_\_\_\_

Department \_\_\_\_\_

Date of entry	Description of the Materials/Article	Received			Balance of Stock	Remarks/ Condition	Initials of receiving officer	Qty consumed removed or broken if any
		Date	Qty	Rate				

Record/ Stock Holder \_\_\_\_\_  
Verified by & sign \_\_\_\_\_

HOD



