

අපගේ යොමුව :  
අග්‍ර මුල :  
Our ref: AD/11/BS/INV/2011



දිනය :  
මිසින :  
Date: 05<sup>th</sup> December, 2011

ඔබගේ යොමුව :  
අග්‍ර මුල :  
Your ref:

පේරාදෙණිය විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව  
ව්‍යාපෘති පාලන කොටු, ශ්‍රී ලංකාව  
**UNIVERSITY OF PERADENIYA, SRI LANKA**  
පාලන අංශය, ත්‍රිකුණාමලය, Administration Branch

Tel. 081-2388103

Ext. 2436, 2437, 2438

E-mail : [gensvc@pdn.ac.lk](mailto:gensvc@pdn.ac.lk)

**VERIFICATION OF INVENTORY ARTICLES AS AT 31<sup>ST</sup> DECEMBER 2011**  
**(DEPARTMENTAL BOARD OF SURVEY)**

With reference to the letter of Acting Registrar dated 01.11.2011 in relation to the above matter.

I am pleased to inform you that the Vice Chancellor has granted approval for the appointment of Board of Survey nominated by you to verify the inventory articles as at 31-12-2011 in your department.


Therefore, verification of inventory articles of your Department/Unit should be carried out by this Board of Survey in accordance with the instructions given in the annexed forms I, II & III.

- a) Form I : Verification of inventory Articles
- b) Form II : List of Condemned Articles
- c) Form III : List of Excess Articles

The original copy of the survey reports, prepared as at 31-12-2011, should be sent to the Senior Asst. Registrar, Administration Branch and a copy to the **Audit Superintendent, Government Audit, University Branch** to receive on or before **31.01.2012**

The relevant forms can be down loaded from the University Web Site.

**Note : Please send the Soft Copy of this report to the following E-mail Address**  
**[gensvc@pdn.ac.lk](mailto:gensvc@pdn.ac.lk)**

  
Senior Asst. Registrar /Administration Branch

Senior Assistant Registrar  
Administration Branch  
University of Peradeniya  
Peradeniya.

දුරකථනය : 94-81-2388301-5 ෆැක්ස් : 94-81-2388102 වෙබ් අඩවිය : [www.pdn.ac.lk](http://www.pdn.ac.lk)  
දුරකථන මගින් : 94-81-2388301-5 පෙක්ස් : 94-81-2388102 වෙබ් අඩවිය : [www.pdn.ac.lk](http://www.pdn.ac.lk)  
Tel: 94-81-2388301-5 Tele Fax: 94-81-2388102 Web Site: [www.pdn.ac.lk](http://www.pdn.ac.lk)