

Head,
Department of Computer Science
University of Kashmir
Srinagar

Dated: - 06th August 2025

Subject: - Application for handing over of Store Charge on 06-08-2025

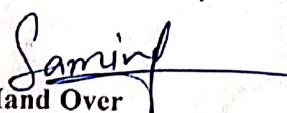
Ref Order No.: - No. F(Order)CSC/KU/25 Dated 01-08-2025 issued by H.O.D

Sir,

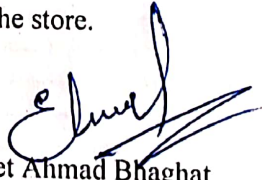
Consequent upon new work allocation in the Departmental Computer Lab, I am handing over all store-related charges to Mr. Showkat Ahmad Baghat. A copy of the item list currently available in the store, as personally verified by Mr. Showkat Ahmad, is enclosed herewith (Annexure-I) along with seven stock registers, detailed in the table below.

S.No.	Name of the Register	For the Period
1.	Stock Register of Assets	2016-2025
2.	Issue Register	2013-2021
3.	Stock Cum Issue Register (Consumable)	2015-2020
4.	Issue Register for Ph.D Scholars	22-02-2023 (onwards)
5.	Stock Register of Assets MRP & FIST (DST)	11-05-2017 to 2019
6.	Stock Register (Consumable Items)	2023-25
7.	Stock Cum Issue Register (Consumable Items)	From 2022 onwards
8.	Stock Cum Issue Register	2025-26
9.	Consumable Register	3 rd December 2024 onwards

Henceforth, I shall have no responsibility or association with the store.


Hand Over

Name:- Sameena Bashir
Designation:- MTS
Emp Code:- 5061


Taken Over

Name:- Showkat Ahmad Baghat
Designation:- MTS
Emp Code:- 5600


Head of the Department

06/8/25
Prof. & Head
Department of Computer Science
University of Kashmir
Srinagar - 190006



List of Items with Quantity as available in Store as on 06-08-2025
(This does not include items issued to different officials/quarters of the Department)

S. No.	Item Name	Quantity	Category
1	Electric Gloves	2 Pair	ELECTRICAL ITEMS
2	Mcb Cover	4 No's	ELECTRICAL ITEMS
3	Mcb Leguard	1 No.	ELECTRICAL ITEMS
4	Neutron Stabilizer	1	ELECTRICAL ITEMS
5	Power Wire	Half Roll	ELECTRICAL ITEMS
6	Ss Combine	6 No.	ELECTRICAL ITEMS
7	Wall Fan	3	ELECTRICAL ITEMS
8	Exide Battery	1 No.	Electronics
9	Phone Receiver	2 Nos	Electronics
10	Torch Old	1 No	Electronics
11	Calculator	4 Nos	Electronics
12	Old Multipurpose Electronic Kit	1 No	Electronics
13	Old Table Top	2 Nos	Furniture
14	Step Tool	1 No.	Furniture
15	Table Top	6	Furniture
16	Tool	1 No.	Furniture
17	Cable Meter	1	IT ITEM
18	Camera	1 No	IT ITEM
19	Cd	9 No's	IT ITEM
20	Cd Box	1	IT ITEM
21	Computer Cable	1 No	IT ITEM
22	Dell Laptop	4 Nos	IT ITEM
23	D-Link Punch	1no.	IT ITEM
24	D-Link Punch Down Tool	1 No.	IT ITEM
25	D-Link Usb Adapter	5 No.	IT ITEM
26	D-Link Wireless Router	3 No's	IT ITEM
27	Hdmi Cable	1	IT ITEM
28	Hp Laptop	4 Nos	IT ITEM
29	Macbook	1 No	IT ITEM
30	New Keyboard	4 Nos	IT ITEM
31	Old Canon Scanner	1	IT ITEM
32	Old Keyboard	17 Nos	IT ITEM
33	Old Mouse	4 Nos	IT ITEM
34	Old Projector	4 Nos	IT ITEM
35	Patch Cords	34	IT ITEM
36	Pen Drive	6 Nos	IT ITEM
37	Rj 45 Connector	28	IT ITEM
38	Usb Converter	2 No.	IT ITEM
39	VGA Adaptor	4 Nos	IT ITEM
40	Big Cylinder	14 No.	Kitchen/Utensils
41	Big Spoon	4	Kitchen/Utensils
42	Dry Fruit Bowles	4 No's	Kitchen/Utensils
43	Electric Kettle	2 No.	Kitchen/Utensils
44	Forks	12	Kitchen/Utensils
45	Gas Stove	1 No	Kitchen/Utensils
46	Knife	17	Kitchen/Utensils
47	Mugs	4	Kitchen/Utensils
48	Plastic Mugs	12 No.'S	Kitchen/Utensils
49	Quarter Plate Bone China	6 Pieces	Kitchen/Utensils
50	Rice Plate	20 No.S	Kitchen/Utensils

S. No.	Item Name	Quantity	Category
51	Small Cylinder	2 No.	Kitchen/Utensils
52	Small Spoon	2 Packs + 18	Kitchen/Utensils
53	Tea Mugs	14 Nos	Kitchen/Utensils
54	Tray	3 No.	Kitchen/Utensils
55	Ajanta Clock	1	Miscellaneous
56	Award Roll	—	Miscellaneous
57	Awles	1.5 Dozens	Miscellaneous
58	Black Cloth	1	Miscellaneous
59	Blanket	3 No.	Miscellaneous
60	Chapples	2 Pair	Miscellaneous
61	Gas Bukhari	14 No.	Miscellaneous
62	Old Clock	3	Miscellaneous
63	Old Curtains	28 + 7	Miscellaneous
64	Regulators	6 Nos	Miscellaneous
65	Retters	4	Miscellaneous
66	Towel	2	Miscellaneous
67	Two Tier Magazine	5	Miscellaneous
68	Flash Tanky	2 No	SANITARY
69	Taps	4 No	SANITARY
70	Bathroom Acid	14 No.	SANITATION
71	Board Duster	12 + 1 Box	SANITATION
72	Brooms	15 No.	SANITATION
73	Buckets	5 No	SANITATION
74	Cloth Duster	70 No.'S	SANITATION
75	Colin Spray	9	SANITATION
76	Dettol Handwash	8 No.	SANITATION
77	Dettol Handwash Can	1	SANITATION
78	Dustbin	5 No.	SANITATION
79	Dusting Brooms	3 No.	SANITATION
80	Garbage Bags	50 No.'S	SANITATION
81	Garbage Polthene Bags	3 Packs	SANITATION
82	Gloves	1 Pack	SANITATION
83	Gloves	5 No.	SANITATION
84	Harpic	11	SANITATION
85	Hatric Acid	48 No.	SANITATION
86	Lizol	5	SANITATION
87	Mop Cloth	1 Bundle	SANITATION
88	Naphthalene Balls	3 Pack	SANITATION
89	Odonil	8 Nos	SANITATION
90	Phenyl	30	SANITATION
91	Room Freshener	4 Nos + 6	SANITATION
92	Tissue Box	30	SANITATION
93	Toilet Brushes	14 No.	SANITATION
94	Toilet Tissue	3 Packs	SANITATION
95	Vim Liquid	1 No	SANITATION
96	Wiper	15 No.	SANITATION
97	Wiper Handle	15 No.	SANITATION
98	Wiper With Mat Cloth	2	SANITATION
99	Badminton	1 Pair	Sports
100	Bat	2 No	Sports

S. No.	Item Name	Quantity	Category
101	Carrom Board With Points	1 No.	Sports
102	Chess Board	2 No.	Sports
103	Dak Pads	6 Nos	Sports
104	Gloves Inner	1 Pair	SPORTS
105	Guard	1 Pair	SPORTS
106	Hand Gloves	2 Pair	SPORTS
107	Helmet	2 No.	Sports
108	Leg Pad	2 Pair	Sports
109	Sports Kit Bag	2 No.	Sports
110	Thigh Pad	2 Pair	Sports
111	Volley Ball With Net	1 No.	Sports
112	Account Register	2 Nos	Stationery
113	Alpins	2 Boxes	Stationery
114	Attendance Register	9 Nos	Stationery
115	Ball Pen	10	Stationery
116	Big Diaries	10	Stationery
117	Big Laces	20	Stationery
118	Big Locks	4	Stationery
119	Big Tape Dispenser	10 Nos + 4	Stationery
120	Blank Ph.D. Scholar Stock Register	1 No	Stationery
121	Blank Register	33 Nos	Stationery
122	Cash Book	8 Nos	Stationery
123	Correction Fluid	24	Stationery
124	Cutter	8 No's	Stationery
125	Dp-700 Punch	5	Stationery
126	Dumper	9	Stationery
127	Electric Tape	4 Rolls	Stationery
128	Envelopes	—	Stationery
129	Eraser	2 Boxes + 1	Stationery
130	File Covers	12 Bundles	Stationery
131	File Flaps	13 Bundles	Stationery
132	File Folder (Blue)	12 Nos	Stationery
133	Flags Coloured	65	Stationery
134	Gem Clips	6 Boxes	Stationery
135	Glue Stick	18 + 2	Stationery
136	Highlighter	10 Packs	Stationery
137	Highlighter Pen	24 + 8	Stationery
138	Highlighters	6 Packs	Stationery
139	Issue Register	2 Nos	Stationery
140	Kangaroo Stapler Hp45	10 Nos	Stationery
141	Keeping Gloves	1 Pair	Stationery
142	Marker Board	1 Box	Stationery
143	Meeting Diary	1 Bundle + 15	Stationery
144	Mouse Glue	5 No's	Stationery
145	Note Sheet (Green)	24 Nos	Stationery
146	Oddy 45 Transparent Tape	8 Boxes	Stationery
147	Packaging Tape	16 No.	Stationery
148	Paper Ream	6 Boxes	Stationery
149	Paper Tray	2	Stationery
150	Pen Holder	21	Stationery

S. No.	Item Name	Quantity	Category
151	Pencil	3 Boxes	Stationery
152	Pencil Cells Small	6 No.S	Stationery
153	Permanent Markers	32 No's	Stationery
154	Photo Paper	8 Reams	Stationery
155	Pilot Pen (Blue)	5 Boxes + 9 Pens	Stationery
156	Pilot Pen (Red)	10	Stationery
157	Pilot Pen Black	16 + 3	Stationery
158	Pilot Pen Green	3 Boxes + 8 Pens	Stationery
159	Pin Cushion	21 No's	Stationery
160	Plain Scale	8 No.	Stationery
161	Ring Binder	12 Nos	Stationery
162	Rubber	2 Packs	Stationery
163	Scissor	20 Nos	Stationery
164	Sharpner	1 Box	Stationery
165	Sign Pen	5	Stationery
166	Single Punch	20	Stationery
167	Slip Book	2 Bundles	Stationery
168	Small Diaries	10	Stationery
169	Small Envelopes	—	Stationery
170	Small Tape Dispenser	22	Stationery
171	Stamp Pad Ink	1 Box	Stationery
172	Stapler Pins 10mm	10 Boxes + 2 Boxes	Stationery
173	Stapler Pins 11mm (Small)	4 Boxes	Stationery
174	Stapler Pins 17mm	10 Boxes + 2 Boxes	Stationery
175	Stapler Pins 24mm	2 Boxes	Stationery
176	Staplers Small	3 No.	Stationery
177	Steel Scale	5 No's	Stationery
178	Sticky Notes	15	Stationery
179	Sutli	90 Balls	Stationery
180	T-Pin	2 Boxes	Stationery
181	Transparent Tape	35	Stationery
182	Uni Ball Black	1 Box + 10	Stationery
183	Uni Ball Blue	16 + 3	Stationery
184	Uni Ball Green	4 Pens	Stationery
185	Uni Ball Red	1 Box + 14 Red + 8	Stationery
186	White Board Markers	2 Boxes + 3 Packs	Stationery
187	White Note Sheet	28	Stationery
188	White Tags Bundle	34 + 5	Stationery
189	Wood Stapler	1	Stationery
190	Writometer Pens	79	Stationery
191	Yellow File Folder	18 Nos	Stationery
192	88A	4	TONNER
193	Brother Cartridge	3 No	TONNER
194	Toner Hp Laserjet	10	TONNER
195	Tonner 12a	13	TONNER
196	Tonner 15a	6	TONNER
197	Xerox Toner	5	TONNER
198	Allen Key Metro	1 Box	Tools
199	D-Link Lan Tester	1 No.	Tools
200	Old Tool Box	1	Tools
201	Plier	1 No	Tools
202	Wrench	2 No.	Tools



**Post Graduate Department of Computer Sciences
University of Kashmir, Srinagar-190006**

No.F (Order) CSC/KU/25
Dated: 01-08-2025

Order

For the smooth functioning of the office the following allocation of work shall have immediate effect.

S.No	Name & Designation	Assignment allotted
1.	Mr. Showket Ahmad Bhagat (5600)	Maintenance of the Departmental Store and all related work, in addition to his already assigned duties.
2.	Ms. Sameena (5061)	Shall maintain entry/exit logs of the Departmental Computer Labs.

Copy to:-

1. File

concerned.

2. Mr. Showket A. Bhagat

3. Ms. Sameena.

Head of the Department

01/8/25

