



SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt-Jalandhar

Ref. No:- SBBSU/26/134)

Date:- 24/08/2026

CIRCULAR

It has been decided that as and when any proposal is moved for the repair of vehicle, equipment, machinery & other assets of the University, Life /Existence & Working Condition Certificate as per the attachment is also required to be submitted with the requisition form.

This issues with the approval of competent authority.


Registrar

To:

1. Dean Academics
2. Controller of Examination
3. All Directors /Dy. Directors/ All Deans and Dy. Deans
4. All HoDs, CoDs (For circulation amongst faculty and staff)
5. C.F.A.O, Admission Cell, T&P Cell, Manager Facilities, Security Officer, Librarian, Estate Officer, Dispensary, Store In-charge, Workshop, Supdt., Chief Warden (Boys /Girls Hostel)
6. Website In-charge – To upload at University website

Cc:

1. Vice-Chancellor, SBBSU : for kind information please
2. OSD to Chancellor - For kind information of Hon'ble Chancellor

SANT BABA BHAG SINGH UNIVERSITY
Village Khiala, P.O. Padhiana, Distt. Jalandhar, Punjab – 144030

LIFE/EXISTENCE & WORKING CONDITION CERTIFICATE
(For University Vehicles, Equipment, Machinery & Other Assets)

Certified that the following University asset has been physically verified and inspected:

1. Asset Name : _____
 2. Asset/Inventory No. : _____
 3. Department/Section : _____
 4. Date of Purchase : _____
 5. Original Cost : Rs. _____
 6. Make/Model/Serial No. : _____
 7. Present Condition : Working / Usable / Repairable / Unserviceable
 8. Date of last repair/service : _____ Cost: Rs. _____
 9. Whether under AMC : (Yes/No)
 10. Period of AMC : From _____ To _____
- AMC Cost: Rs. _____

It is certified that the above asset has been physically verified and is available at the stated location. The details and condition mentioned above are correct as per physical verification and available records.

In-charge
(Name & Signature)

HoD
(Name & Signature)