



भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website :www.iitd.ac.in

**STORE PURCHASE SECTION**

No. IITD/SPS/2015/1147

Date: 20 Apr, 2015

**Subject: Management of Inventory**

It has been observed that large number of faculty, officers and technical staff members are transferring their inventory in the name of 'Group-D' officials at the time of retirement.

As per rule, "Assets inventory" should be in the name of the faculty/technical staff member of the institute who is really using the item. Inventory transfer for the sake of avoiding "Write-Off" be avoided. Hence only actual user should hold the inventory.

If the item is really unserviceable then proper "Write-Off and Disposal procedure" should be adopted. The process flow of Write-Off & Disposal is available in the following web link of IIT Delhi ([http://sps.iitd.ac.in/Others/e-auc\\_flow\\_chart](http://sps.iitd.ac.in/Others/e-auc_flow_chart)).

All Head of Deptt./Centre/Unit are requested to co-operate with the Institute, in its effect to improve the inventory management.

(Kalyan Kr. Bhattacharjee)  
Deputy Registrar (Stores)

To,

**HoD of all Dept./ Centre**

CC: Dy. Director (Operations)