



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/2016/ 383

Date: 10 Feb, 2016

Subject: Regarding Disposal of Written-off Material

This is for kind information to all that henceforth, all the written-off material (except big machines/ large equipment) may pl. be deposited in the Disposal Store (for e-waste items: Basement of Bharti Building, for wooden & metallic items: Behind Synergy Building) within 15 days from the date of Write-off Notification. If material is not received within stipulated period it will be assumed that all the material duly approved by Survey Committee is physically available (as per list) in the Deptt./ Centre. E-auction of these items will be done from the Deptt./ Centre. If any item found missing/ short later on (after E-auction/ sale of material), concerned Deptt./ Centre will only be responsible.

For any help related to above, I/c Disposal Store may pl. be contacted at 2659-1727. All are requested to cooperate in order to keep the Institute Clean & Green.

(Dr. Kalyan Kr. Bhattacharjee)

Dy. Registrar (Stores)

To,

All HoD of Deptt./Centre/Unit/Section (through e-mail)

✓ Hindi Cell

Publication Cell

DR (A/cs)

AR (IRD-A/cs)