

INDIAN INSTITUTE OF TECHNOLOGY DELHI

CO-ORDINATION SECTION

No. IITD/ICDN/2009/1957

Date: 13/10/2009

CIRCULAR

The Stores and Purchase Section is going to organize a Programme for disposal of already written off materials through the Central Disposal Committee in the month of December 2009. All Heads of Department/Center/Section/Unit are requested to send the list of approved written-off materials which has been notified for disposal, giving complete particulars in typed format with copies of Notification for inclusion in the master list of disposal of materials to the AR (Stores) at the earliest but not later than 20th November 2009.

All are requested to kindly make only maximum of two-three lots with a single number allotted to all the lots and keep all the minor items at one place in the Department/Center/ and arrange/display the same in the systematic way so that these could be shown to the prospective buyers/bidders to get good offer.

Since the unserviceable materials are occupying the huge space of the Institute, your kind co-operation is highly solicited for smooth disposal of such items.

Kalyan K. Bhattacharjee
(K.K. Bhattacharjee)
Assistant Registrar (CDN)

All Heads of Department/Center/Section/Unit

Copy To:

1. PS to Director
2. Secy. to Dy. Director (F)
3. Secy. to Dy. Director (A)
4. Prof. Incharge (Stores)
5. Secy. to Registrar
6. Hindi cell - to publish in Sampark.
7. Publication Cell.