

OFFICE OF DEPUTY DIRECTOR (OPERATIONS)

IITD/DDO/Stores/2012/ 401

8 NOV. 2012

Subject : Disposal of unserviceable items under Permanent Assets (PA)

It has been observed that many Departments/Centres/Sections/Units are not doing its regular disposal of old unserviceable machineries/equipments/electronics gazettes etc. from time to time resulting in pile up of huge scrap and unused equipments, occupying large idle space of the institute which could have been utilized for some other kind of productive activities of the institute.

In view of above all Heads are requested to help the institute in making full utilization of institute's space by removing unserviceable/under-utilized equipments by first **writing it off** and then following **E-Auction** (through MSTC, a Govt. of India Enterprise) . The **writing off** involves e-filling up of an electronic survey form which is available on the Store Purchase website of the Institute (**weblink http://sps.iitd.ac.in/sps_003.htm**).

The Heads of Departments/Centers/Sections/Units are also eligible to dispose old items at their own level, if the assessed value by the Survey Board is less than Rs.2.00 lac.

The definition of Stores under **PA** category of Non-Consumables and rules for their Write-Off and disposal, as contained in Comprehensive Stores and Purchase Rules, are furnished below:

Permanent Assets (PA) :

Stores satisfying anyone of the following conditions shall be classified as Permanent Assets :

- i) Stores which are intended to be used over prolonged periods (more than 5 years) before becoming unusable or obsolete.
- ii) Office furniture and fixtures.

In case of any ambiguity with respect to classification of stores, the same can be resolved by following Committee :

i)	Deputy Director (Operations)	:	Chairman
ii)	Dean, IRD	:	Member
iii)	Head, Computer Services Centre	:	Member
iv)	DR/AR (Stores)	:	Member-Convener

Contd....2/-

संदर्भ सं० / Ref. No. 20.12. ADDO/401
दिनांक / Date : 08/11/12

Write-Off and Disposal of PA :

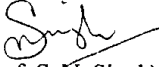
The HOD shall constitute a Stores Survey Board of not less than three members, at least two of them will be Professors or equivalent. This Survey Board shall inspect/survey the PA stores and recommend write off of those items which are ordinarily more than five years old and in its view are obsolete, unserviceable, beyond economical repair and not usable at all. The Committee shall record the specific reasons against each item costing more than Rs.50,000/- while recommending the write-off.

Modes of Disposal :

- (a) If residual value of obsolete/unserviceable or surplus goods/equipments, etc. has been assessed to have a value of Rs.2.00 lac or more by the Survey Board, the same should be disposed of by the CFA as per Para 3.1 of the Comprehensive Stores and Purchase Rules by :
- (b) If, in the opinion of the Survey Board, the residual value of such items is less than Rs.2.00 lac, then the same can be disposed of by the HoD/SPS :
- By inviting limited tender
 - By fixing its nominal value exclusively for staff members on 'first come first serve basis'
 - By destruction/burial of item(s) in eco-friendly manner
 - By donation to some other govt., semi-govt., local govt. agencies or to a registered-govt. aided NGOS.

For any clarifications or doubts, the Assistant Registrar of SPS may be contacted through email kalyan@admin.iitd.ac.in

All are requested to extend their helping hand in making our Institute clean and green.


(Prof. S.N. Singh)
Deputy Director (Operations)

All Heads of Departments/Centres/Sections/Units