



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/ 1372

Date: 13 May, 2016

Subject: Guidelines/ Suggestions for disposal of written-off material

Stores & Purchase Section of the Institute have been receiving a large number of complaints from the E-waste buyers through M/s. MSTC (A Govt. of India Enterprises) that they don't receive all the items (as per list) which are sold to them through e-auction. The matter was referred to the Institute level Central Disposal Committee under the chairmanship of Prof. A.K. Ghosh, CPSE. The Committee held its meeting on 15/03/2016 and decided/ suggested the following-

- All Survey Committee members are requested to kindly check physical availability of all the items (which are to be written-off) before signing Survey Form.
- The committee may also recommend a justified scrap value in the Survey Form.
- Software/ License inventory items may be deleted from the inventory of the concerned faculty on expiry of license period (for which the form available at http://sps.iitd.ac.in/Forms/Sof_WO_Format.pdf be filled). There is no need to form a Survey Committee for write-off cum disposal of these items. On receipt of such request, Stores Purchase Section will automatically delete those items from the inventory of the faculty members.
- Written-off items may be deposited in Disposal Store of Stores Purchase Section. A circular in this regard has already been sent to all the faculty members/ officers of the Institute (also available at http://sps.iitd.ac.in/Notifications/383_10.2.16.pdf)

The above suggestions have been approved by the Competent Authority.

(Dr. Kalyan Kr. Bhattacharjee)
Deputy Registrar (Stores)

To,

HoD of all Dept./ Centre/ Unit

CC: Dy. Director (Operations)