

INDIAN INSTITUTE OF TECHNOLOGY, DELHI
STORES PURCHASE SECTION

No. IITD/SPS/2013/ 21

Date: 7 January, 2013

Sub.: Modified Report of Survey Form


This has been decided by the Competent Authority that all the unserviceable, obsolete and unusable items listed in the Survey Form should be clarified under the following 3 categories for smooth disposal.

Category	Description
A	Pure Metallic items: Machines, tools, metallic furniture, motors, all types of metal sheets, rods, angles, wire, tin, cans, pipe etc.
B	Electronic Items like Computer Systems & Accessories: CPUs, CRT Monitors, Hard Drives, Hubs, Keyboards & Mice, Laptops, LCD Displays, Optical Drives, Servers, Speakers, Switches, UPS Systems, Wires & Cables etc. Handheld Devices: Cell Phones, Pagers, PDAs, GPS etc. Office Equipment: Adding Machines, Fax Machines, Laminating Machines, Photo Copiers, Printers, Scanners, Surge Protectors, Telephones, Electronic Typewriters, Fridges, Ovens etc. Audio & Video Equipment: Camcorders, Cameras, LCD Projectors, Overhead Projectors, Radios, Mikes etc.
C	Recyclable and Miscellaneous Items: Wooden Furniture, total scrap of plastic, wood etc.

Institute's Survey Form has been amended accordingly which can be accessed from Store Purchase Section's Website (<http://sps.iitd.ac.in>).

All the Dept./Center/Section/Unit of the Institute are requested to cooperate and send their request for write-off of unserviceable and unusable items in the prescribed Survey Form only.

This has the approval of Competent Authority.


(Kalyan Kr. Bhattacharjee)
Dy. Registrar (Stores)

All Head of the Departments/Centers

CC :

1. Prof. K.S. Rao, Civil Engg., Chairman Disposal Committee
2. Registrar
3. Dy. Director (op.)