Subject: Video Tape/ Audio Cassettes to be treated as Class-III items

This is to notify that all types of Video/Audio Cassettes will be treated as Class-III Items. Cassettes containing preloaded software are also covered under this category.

Further action to remove these items from manual inventory records will be taken by the Storekeeper of the concerned Deptt./Centre while computerized inventory will removed by Stores Purchase Section on request received through HoD.

This has approval of the Competent Authority.

(Alan V. Sinate)  
Asstt. Registrar (Stores)

To,

HoD of all Dept./ Centre