NOTIFICATION

No. IITD/RS-AREG/2021/37-2145

Ref.: 209th meeting of the Board of Governors held on 11.11.2021.

Sub: Retention of old electronic items by Project/Contractual/Outsourced Staff Members.

The proposal for retention of old electronic items by Project/Contractual/Outsourced staff members was taken up in the 209th Board of Governors meeting held on 11.11.2021.

The Resolution of the Board is reproduced below:

RESOLUTION No. BG/46/2021: RESOLVED THAT the provision as per BoG Resolution No. BG/29/2020 and notification No.IITD/SPS/2021/299909 dated 12.02.2021, regarding retention of old electronic items is extended for Project/Contractual/Outsourced staff members also.

Copy To:
1. DD (Ops.)
2. A.R. (Stores)
3. Director's Office
4. Registrar's Secretariat

(Dr. Deepika Bhaskar)
Registrar & Secretary, BoG
Subject- Revised rule for Disposal of Limited Time Assets (LTA)

Ref.: BoG Minutes BG-205 (Minutes) Dt.06/11/2020

In reference to BoG Minutes BG-205 (Minutes) Dt.06/11/2020, rule for Disposal of Limited Time Assets (LTA) is being revised as furnished below-

<table>
<thead>
<tr>
<th>Existing Provision of Disposal of LTA</th>
<th>Revised Provision of Disposal of LTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Item procured under the LTA will be entered through GIS under ACSS system.</td>
<td>i. Item procured under the LTA will be entered through GIS under ACSS system.</td>
</tr>
</tbody>
</table>
| ii. At the end of the 5 years period (life classified in LTA category items), the survey form should be filled up for write off and the item should be disposed through e-auction process. After write off, in case the faculty/staff member would like to retain such LTA items, they may do so by paying 05% of the purchase value of the item or the same may be given to an NGO, Govt. Body, academic institute as donation. DD(O) will be the approving authority for such disposal. | ii. At the end of the 5 years period (life classified in LTA category items), the survey form should be filled up for write off and the item should be disposed through the e-auction process. 
iii. In case the faculty/staff member would like to retain such LTA items after five years of use, they may do so by paying 05% of the purchase value of the item. 
iv. The LTA after having used for five years may be given to an NGO, Govt. Body Academic Institute as donation. 
v. In all such cases [(iii) and (iv) above], the item shall be considered as disposed of and taken off the Inventory. 
vi. DD(Ops.) will be approving authority for such disposal. |

The gist is that any faculty/regular staff member of the Institute can retain LTA category item (like Computer, Laptop, Printer, UPS etc.) on completion of normal life of the item i.e. 5 years after paying depreciated value of the item i.e. 5% only. In such case, no write-off procedure/Survey Committee recommendation is required.

Request for retaining such items is to be sent to Stores Purchase Section for official record and deletion of the item from inventory records.

Above revised rule is applicable with immediate effect.

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

To,

All Faculty/Staff Members <through e-mail>

The recommendations of the 123rd meeting of the Finance Committee were minuted under "Any Other Item".
**Any other Item:**

To consider the modification in Stores and Purchase Rules (2017) regarding disposal of Limited Time Assets.

The Board noted its earlier decision taken at its 194th meeting held on 04.08.2017 with regard to disposal of non-consumable stores classified as limited time assets, as under

<table>
<thead>
<tr>
<th>Existing Provision for Disposal of LTA</th>
<th>Proposed Provision for Disposal of LTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>The procedure for accounting of assets under the LTA category needs to be different and simple as compared to the assets under the PA category. Such assets are to be disposed of after following simplified procedure on completion of the stipulation life time. The accounting procedure for assets under the LTA category shall be as follows:</td>
<td></td>
</tr>
<tr>
<td>(i) Item procured under the LTA will be entered through GIS under ACSS system.</td>
<td></td>
</tr>
<tr>
<td>(ii) At the end of the 5 year period (life classified in LTA category items), the survey form should be filled up for write off and the item should be disposed through e-auction process. After write off, in case the faculty/staff member would like to retain such LTA items, they may do so by paying 05% of the purchase value of the item or the same may be given to an NGO, Govt. Body, academic institute as donation. DD(O) will be the approving authority for such disposal.</td>
<td></td>
</tr>
<tr>
<td>The procedure for accounting of assets under the LTA category needs to be different and simple as compared to the assets under the PA category. Such assets are to be disposed of after following simplified procedure on completion of the stipulation life-time. The accounting procedure for assets under the LTA category shall be as follows:</td>
<td></td>
</tr>
<tr>
<td>(i) Item procured under the LTA will be entered through GIS under ACSS system.</td>
<td></td>
</tr>
<tr>
<td>(ii) At the end of the 5 years period (life classified in LTA category items), the survey form should be filled up for write off and the item should be disposed through the e-auction process.</td>
<td></td>
</tr>
<tr>
<td>(iii) In case the faculty/staff member would like to retain such LTA items after five years of use they may do so by paying 05% of the purchase value of the item.</td>
<td></td>
</tr>
<tr>
<td>(iv) The LTA after having used for five years may be given to an NGO, Govt. Body Academic Institute as donation.</td>
<td></td>
</tr>
<tr>
<td>(v) In all such cases [(iii) and (iv) above], the item shall be considered as disposed of and taken off the inventory.</td>
<td></td>
</tr>
</tbody>
</table>
(vi) DD(Ops.) will be approving authority for such disposal.

The Board also noted that in the revised procedure for write off while other things remaining same as per old provisions of write off, it is proposed to add additional points at S.No. (iii) to (v) in the process flow.

After detailed deliberation, the Board resolved as under:

**RESOLUTION No. BG/29/2020**: RESOLVED that the recommendation of the Finance Committee regarding additional points mentioned at S.No. (iii) to (v) in the table, be approved to be incorporated.