INDIAN INSTITUTE OF TECHNOLOGY, DELHI
STORES PURCHASE SECTION

No. IITD/SPS/2013/2
Date: 3 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Pure Metallic items: Machines, tools, metallic furniture, motors, all types of metal sheets, rods, angles, wire, tin, cans, pipe etc.</td>
</tr>
<tr>
<td>C</td>
<td>Recyclable and Miscellaneous Items: Wooden Furniture, total scrap of plastic, wood etc.</td>
</tr>
</tbody>
</table>

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. 
3. Dy. Director (EP)