

Steps to WRITE-OFF, AUCTION & DELETION of Old Inventory Items

Steps	Processes
1	Old inventory items which are generally more than 5 yrs old, unserviceable, unusable and beyond economic repair due to normal wear and tear can be written with consent of the HoD.
2	The HoD will constitute a write-off Committee comprising of at least 3 faculty members or Group 'A' Officers. In addition, one member from Stores Purchase Section (SPS) may also be invited as a Special Invitee only for inspection/ verification of the material as per list.
3	There are three types of Survey Form which can be accessed from SPS web portal (https://sps.iitd.ac.in) - <ul style="list-style-type: none"> a) Category 'A'- for metallic items b) Category 'B'- for e-waste items c) Category 'C'- for wooden/plastic scrap
4	The approved Committee will inspect and ensure physical availability of all the items listed in the Survey Form. The Same Committee will responsible if any item is found missing or in abnormal condition at the time of auction/ lifting of the material.
5	The Committee members will record appropriate recommendation in the Survey Form and will certify the same by signing this Form.
6	The Storekeeper of the concerned Deptt./Centre will check all the details of the items and will sign the document.
7	Duly filled & signed Survey Form to be sent to SPS through HoD to issue Write-Off Notification.
8	After Cross checking all the details recorded in the Survey Form, SPS will notify with approval of the CFA. <i>(Note: Issuing of Write-Off Notification does not mean that the items have been deleted from inventory records)</i>
9	All the written-off items (in bulk) of the Institute will be auctioned. There are 2 types of auctioning- <ul style="list-style-type: none"> a) Online: Takes around two months w.e.f. the date of Write-Off Notification. As per GFR-2017, all such material should be auctioned Online. b) Offline: In exceptional case, Offline can also be done on request of HoD. Reason(s) for offline auction needs to be recorded. This process generally takes 5-7 working days
10	After Auction, the H1 i.e. Highest Bidder/ scrap dealer will deposit the amount + GST in Institute Account and will arrange to lift the material.
11	After lifting of material, the Deptt./Centre will send a copy of Gate Pass to SPS. Deletion of inventory will be made thereafter.

Write-off/ e-Auction Flow Chart

