



**भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
 रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

**Report of Surplus, Obsolete and Unserviceable Stores for Disposal**

**Indenter :**

**Department / Section:**

**Date**

Sl. No. / Item No.	Particulars of Stores	Qty/ weight	L.F.	Book value/ Original Price	Year of Purchase	Present condition	Reason for Disposal	Mode of disposal public auction/ otherwise	Remarks
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

The above items have become unserviceable due to regular use by the Institute/Department. They are beyond repairs. Therefore, the committee recommends the items may be written off and disposed off as per institute rules.

**Signature**

.....  
**HoD**  
 (Chairman)

.....  
**Tech. Expert**  
 (Group 'A' rank)

.....  
**Faculty/Staff**  
 (Concerned User)

.....  
**Dy. Registrar**  
 Or Equivalent

.....  
**In-charge**  
 (S&P) or his  
 nominee

.....  
**In-Charge**  
 (Internal Audit) or  
 his nominee

**Comments of Accounts**

Depreciation Rate (if applicable)  
 Depreciated value as on ...../...../..... ₹.....

**JAA/SAA                      JAO/AO                      AR/DR/JR(Accounts)**

**Comments of Audit**

**JA/JS**

**AR/DR/JR(Audit)**

(Recommended/Not Recommended)  
**Registrar**

(Approved / Not Approved)  
**Director**