

Central University of Punjab, Bathinda

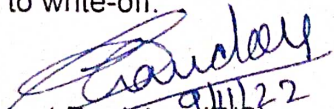
CUPB/CS/2022/ 339

Date: 09/11/2022

NOTIFICATION

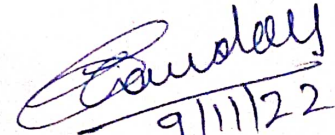
Subject: - Procedure to be followed for declaring non-consumable item as unserviceable and to write-off. reg.

As per approval of the competent authority attached procedure shall be henceforth followed on the subject cited above. All the concerned are requested to go through the whole procedure and complete the formalities as per attached formats before sending a non-consumable item to the Central Store considering it as unserviceable & to write-off.


Assistant Registrar (F/S)

Copy to:

1. Assistant Registrar (VCO)- for kind information of Hon'ble Vice Chancellor
2. PA to Registrar (I/c)/CoE- for kind information of the Registrar (I/c)/CoE
3. Finance Officer (I/c)-for kind information
4. All HODs/HOD(O)s/IAO/Branch Heads/Section heads- for information
5. All faculty/Officers/Staff- for information & necessary action.


Assistant Registrar (F/S)

Procedure for declaring the item/goods Unserviceable

- Step 1- Performa for declaring item unserviceable (**Annexure-I**) to be filled by the concerned Official and to be submitted to HOD/ Incharge Computer Centre/ Estate Officer, as the case may be.
- Step 2- Survey Authority (HOD/ Incharge Computer Centre/ Estate Officer) as applicable, shall provide the report as per Survey Authority's Report format (**Annexure-II**).
- Step 3- Survey Authority shall forward the case for declaring items unserviceable for the approval of the Competent Authority (Hon'ble Vice Chancellor).
- Step 4- The Item(s) as approval in step-3 is/are to be processed by the Committee constituted for the write off/condemnation and auction of University Assets.
- Step 5- After that item be disposed of as per above Committee's recommendations duly approved by the Competent Authority (Hon'ble Vice Chancellor).
- Step 6- The disposed items report to be presented to EC for writing off items from Store Records as well as from the books of Accounts.

Central University of Punjab, Bathinda

Annexure-I

Ref. No.

Date:

Performa for declaring items unserviceable

(to be submitted along with Return Voucher for Non-Consumable items being returned to Store)

Returned By (Name in Block Letters):

Designation:

Department/Section:

Item Name, Make, Model, Sr.No. & Asset No.	Quantity/Weight	Book Value/Original purchase price	Year of purchase and Condition	Remarks
Name:				
Make/Model/S.No.:				
Asset No.:				

I hereby declare that the best efforts have been made to explore the possibility of repair of the above item(s) (Attach Proof, if any)

.....

.....

.....
Signature of the Faculty / Officer returning the item(s)

Certification by the Surveying Authority as applicable alongwith Survey Authority's Report in the prescribed Performa attached as Annexure:

- **In case of Lab equipment:** Head of the Department
- **In case of Computer/IT equipment:** Incharge, Computer Centre
- **In case of Electrical/Estate items:** Executive Engineer/Estate Officer

Survey Authority's Report Format

Name of the Organisation : Central University of Punjab, Bathinda

Name of the Department being surveyed :

S.No.	Description of Stores	Quantity		Book Value			Total	Total	User Deptt. Recommendation Ref.No.	Reason of Survey	Date:.....	Recommendation of Survey Authority
		No.	Wt.	Rate	Unit	Amount						
1	2	3	4	5	6	7	8	9	10	11		12

It is certified that the above item(s) is not working and even after exploring the possibility of repair by the Indenting Department, the item is obsolete/unserviceable/beyond repair, hence declare as scrap item.

Signature of the Surveying Authority

Name:

Designation:

Department:

Remarks of CA:

Signature of the Competent Authority :