



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DEPARTMENT NAME :

P.O I.I.T Kanpur – 208016 U.P (India)

Date: _____

To
The Director, IIT Kanpur

Dear Sir,

I have sent an email to officers@iitk.ac.in & staff@iitk.ac.in with complete list of items to be written off as attachment/hyperlink containing the list. I also confirm that the mail has reached the designated list with necessary information of items to be written off*. The following details have also been sent in the email.

| | | | |
|--|--|---------------------------------|--|
| Date of email | | Closing Date (10 days later) | |
| Contact person | | Mobile: | |
| Office/Lab address | | 4 digit Ph.No. | |
| | | Email: | |
| Location where most of the items are placed | | Other contact details | |

*Note:

- This is to facilitate transfer of items to other parties requiring the items in IIT Kanpur.
- This procedure is based on recommendation of IRDC (minutes). This is expected to save time, money and efforts of IIT Kanpur personnel. Currently, costly items are often auctioned at very low rates.
- After the email is sent, the items are to be kept for 10 days in the custody of the person holding the inventory. This will enable parties to make a site visit and transfer items (if found suitable).

Thanking you,

Yours faithfully,

Name: _____

Email: _____

Mobile: _____