



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
STORES & PURCHASE SECTION

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To,  
The Director  
IIT Kanpur

Date: February 28, 2014

Approved  
1.3.14

Proposed guidelines for writing off, condemnation and disposal of the material

In addition to the procedure laid down in our Purchase manual (Point No. 17), the following guidelines shall be followed for writing off, condemnation and disposal of the material.

1. A Department wise committee for writing off material may be constituted for the whole Financial Year with the prior approval of competent authority. The committee would consist of following members:-

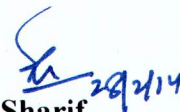
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|--|-----------|
| i) Head of the Department /Centre/ Section                                   | -Chairman |
| ii) One Dy. Registrar, or equivalent <sup>or</sup> Department Faculty member | -Member   |
| iii) Dy. Registrar (S & P), or his nominee                                   | -Member   |
| iv) In-charge (Internal Audit), or his nominee                               | -Member   |
| v) Technical expert (Group 'A' rank) or his equivalent                       | -Member   |

2. The condemnation report on Form GFR-17 shall be prepared. This report has to be signed and dated by the committee members and approved by the competent authority.

3. The condemnation report (Form GFR-17) must be submitted within a month after its approval by the competent authority (Director) but not later than 10<sup>th</sup> of February for the current prevailing Financial Year.

4. While declaring the item obsolete/unserviceable, utmost care of item's life should be taken and if the item has been purchased within 5 years, specific reason should be mentioned in committee report with records.

The above guidelines may kindly be approved.

  
Sharif  
Dy. Registrar (S&P)