



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION**

No. S&P/OO/Write-Off/2018-19/292
Dated : April 26, 2018

Office Order

The Board at its 224th (2018/1) meeting held on 19.03.2018 approved on the recommendation of the Finance Committee, the following financial limit for the write-off of items having assessed residual value of more than Rs. 2 Lac each.


Financial Limit for written-off items

Sl.No.	Competent Authority	Write-off materials for disposal (Rs.)
1	Director	Residual value upto Rs. 2 Lac
2	Board of Governors	Assessed Residual value above Rs. 2 Lac

The Director has also approved the following vide Note No.1107 dated 31.01.2018 :

1. Form GFR-17 (for write-off obsolete & unserviceable items) is now replaced by Form GFR-10. Form GFR-10 can be downloaded from available link at Central Stores & Purchase Section webpage (<http://www.iitk.ac.in/centralstores/forms>).
2. Security money (EMD) in case of advertised tender for disposal of obsolete items will be @ 10% of assessed value and in case of on site auction, it will be @ 25% of bid value.

All concern please take a note of it.


26/4/18
Sharif
Jt. Registrar (S&P)

Copy to :

- i. Director
- ii. Dy. Director
- iii. All Deans
- iv. Registrar
- v. Finance Officer
- vi. Superintending Engineer, IWD
- vii. All HOD/Warden Incharge Hall/Sections/Centres/Unit Incharge
- viii. Website through webmaster