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CONFIDENTIAL

Ref.No.NITJ/MS/BOG-III/7150-75

April 20, 2006

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While considering the recommendations of the fifth meeting of the Finance Committee, the Board of Governors in its eleventh meeting held on February 8, 2006 vide item no 11.29 approved the rules prepared by the institute on the pattern of IIT regarding condemnation and disposal of stores and to write-off stores. (Copy enclosed)

Encl.No.NITJ/MS/BOG-III/

Registrar

April 21, 2006

Copy of the above is forwarded to the following for information and necessary action please:

1. All Deans/Heads of the Departments/Cells,
2. Chief Warden
3. Workshop Supdt./Assistant Professor, Physical Education,
4. Dy.Registrar(Academics)
5. Librarian,
6. Supdt.(Stores)/Establishment/Accounts/Purchase
7. PA to Director for kind information of the Director

  
Registrar

DR. B.R.AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY  
JALANDHAR.

RULES REGARDING CONDEMNATION AND DISPOSAL OF STORES AND TO WRITE OFF STORES.

1. These rules may be called "Rules for the condemnation and disposal of unserviceable or surplus stores" of Br B R Ambedkar National Institute of Technology, Jalandhar.
2. (i) "COMMITTEE" means the condemnation committee appointed by the Board of Governors under these rules.  
(ii) "PRESCRIBED DATE" means 1<sup>st</sup> Jan, and 1<sup>st</sup> July of each calendar year.  
(iii) "STORES" include all kinds of stores including machinery and hardware articles, which are purchased by the Institute.  
(iv) "SURPLUS STORES" means stores including machinery, which though in good and serviceable condition, are not required in practical use by any department/ section/centre/cell of the Institute.  
(v) "UNSERVICEABLE STORES" means stores, which are considered, unfit for use by any department/center/cell/section.
- 3(i) The Head of Department/Centre/Cell/Section of the institute should forward to the Director, twice each year by the prescribed date, a consolidated statement of unserviceable or surplus stores in the form prescribed in Appendix-I.  
3(ii) While intimating the surplus stores to the Director, the Head of the Department Centre/Cell/Section will certify that the surplus stores are not required by any of the labs under his control.

**4. Write-off and Disposal**

- 4(i) The Head of the Department/Centre/Cell/Section shall constitute a stores and disposal Committee of not less than three members at least one of whom will be professor or equivalent. This committee shall survey the Major assets stores (MAS) and recommend to the Director write-off for items, which are not useable and serviceable. The committee shall record the reasons for recommending write-off. The Head of the Department shall forward the report to the Store section/ Registrar for obtaining the approval of Competent Authority and deletion from the MAJOR/MINOR assets register. The Central Disposal Committee shall be constituted by the Director consisting of two Professors/Asstt. Professors and one Deputy Registrar and it shall be responsibility of the Committee to get the best possible price for the written off items in a speedy manner.
- 4(ii) Parts/System/Accessories of a written off machine/Instrument/equipment can be removed if considered useable by the department. The parts so removed shall be clearly mentioned in the survey documents. These parts will be converted as assets of zero value by making an entry in the records. The Store officials will make the Goods Inward Slip (GIS) and issue the vouchers as is done in case of new stores. The items with description of such stores will contain the name & Inventory Control Number of the asset form, which the items were removed.

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4(iii) The disposal of written-off store items will be the responsibility of Stores Section. The Departments/Centres/Sections/Cells will make list of all items to be disposed off and send the same to the Registrar. The Stores section will get in touch with the vendors/Kabaries and will arrange the disposal of written of store items through the Central Disposal Committee. On the finalized date, the small items will be transferred by the concerned Department/Centre/Section/Cell at one place and the heavy items will be remain in the respective Departments/Centres. While the smaller items will be auctioned/disposed at one place, for heavy items, the Stores section will take the vendor(s) to respective Departments/Centres /Section/Cells. The process will be periodic. The disposal shall be arranged at least twice a year. The deletion from the Assets Register should not be made till the final disposal.

#### 5 Upgradation of Assets

5(i) In case of up gradation or purchase of assets under buy back arrangement, the old asset which have been upgraded or exchanged will be treated as written-off i.e. its value will be written-off from the records. The upgraded new asset will be entered in records by raising goods inwards slip (GIS). In case of up gradation, the sum of cost of old asset and differential cost paid will be considered as cost of the upgraded asset. However, in case of buy back the sum of the disposal value of the old asset and the differential cost paid will be considered as cost of the new asset.

#### 6. Transfer of Stores

6 (i) Transfer of stores within the institute from one department to another and from one official to another can be done. A transfer voucher will be filled by official of the department and sent to Store Section for entering in the records.

6 (ii) Transfer of stores from the Institute to another Institute/College/University/Industry can be done only with the explicit approval of the BOG. In case of stores purchased through other projects, the transfer of stores can be done with specific instructions from the sponsoring agency. Subsequent transfer of stores as mentioned at, 6 (i) above the appropriate stock and asset registers shall be suitably updated by the store section. The value of stores so transferred shall be deducted from the capitalized assets of the institute as indicated in the Balance Sheet.

#### 7. IMPLEMENTATION OF RULES

The Director shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

#### 8. INTERPRETATION OF RULES

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governors.

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APPENDIX-1

DR B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY  
JALANDHAR

REPORT OF SURPLUS OR UNSERVICEABLE STORES FOR CONDEMNATION OR DISPOSAL

Department \_\_\_\_\_ Lab \_\_\_\_\_ Lab In charge \_\_\_\_\_

Sr. No	Particulars of stores	Qty	Ledger page	Wt.	Date of purchase	Book Value	Present condition	Head of A/c to which the price of article was debited at the time of purchase	Head of A/c to which the disposal proceeds should be credited
1	2	3	4	5	6	7	8	9	10

Lab In charge

H.D. (Concerned Department)

1. Separate report should be prepared for the stores for different labs.
2. Rate and book value should always be reported. If the value is not known then the column should be filled with either of the following: -  
'Not Known' col. Will be intimated later on. This column must not be left blank on any account.
3. In column 5 weight may expressed in tons or quintals or fraction thereof.

*10/10/2018*