



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
OFFICE OF DY. DIRECTOR

P.O I.I.T Kanpur – 208016 U.P (India)

No. OO/2016-17/ 1306
March 29, 2017

OFFICE ORDER

Sub : New Procedure before writing off the items / equipments

Dear all,

For better asset management, following procedure is to be adopted before writing off the items / equipments / materials. All Departments / Sections / Centres / Units / Halls are requested to follow the below guidelines before writing off the old equipment / material.

- (a) Before declaring the items obsolete / unserviceable, the Departments / Centres / Sections / Units/ Halls will prepare a list of items. The items list alongwith covering note (**Annexure 'A'**) will be circulated via email among Officers & Staff by the Department / Sections / Centres / Units/ Halls. The items should be kept for 10 days in the custody of the person holding the inventory, after email is sent for IIT Kanpur personnel visit. Interested employees / students can visit the concerned Departments / Sections / Centres / Units / Halls within the stipulated time to see the items / equipments / materials. If the materials are found to be useful, it should be transferred on a Transfer Note from the concerned Departments /Sections/Centres/Units/ Halls to the interested Department /Sections / Centres / Units / Halls / individual. The remaining material will be written off after 10 days as per usual practice.

- (b) The format / form **"GFR-17" & covering note** can be found at the hyperlink IIT K website →

Campus Services → Central Stores → Forms.

Manindra Agarwal
Dy. Director

Copy to :

All Heads of Departments / Sections/ Centres / IDPs
Chairman COW / Chairman SAEC
All Warden Incharge
Registrar
Finance Officer
Joint Registrars
SE IWD
All Dy Registrars
All Asstt. Registrars
Webmaster