

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT/SCHOOL/ SECTION OF _____

DISPOSAL OF STORES (WRITE-OFF)
(unserviceable store items due to normal wear & tear or obsolete)

Disposal Control No.: _____

Date: _____

S. No.	Name of the Article(s)	Qty.	Ledger P. No. Store/ lab	Date of purchase	Period of Utilization	Unit Price	Total Price	Reason of Condemning	% of Depreciated Value	Reserved Value	Scrap, if applicable (in Kg)		Remarks, if any
											Metal	Non-metal	

Certified that:

- a) All items above are unserviceable due to normal wear and tear or obsolete and not useful further for National Institute of Technology Kurukshetra.
- b) All data has been destroyed and hard disk (if required) has been retained.
- c) Summary of scrap enclosed (if applicable)

Signature of the Indentor
Name: _____

Signature of the respective Head
Name: _____

The above disposal proposal is recommended

(Member 1)
Nominated by Head
Name: _____

(Member 2)
Expert of relevant (Nominated by Head)
Name: _____

(Member 3)
DR/AR (Accounts)/ Nominee
Name: _____

(Member 4)
DR/AR (Stores)/ Nominee
Name: _____

(HOD/Section Head or his nominee as Chairman)
Name: _____

Submitted for necessary approval of the competent authority please.

Signature of the respective Head