

MODE OF DISPOSAL/WRITE-OFF in NIT KURUKSHETRA

Mode of Disposal (MoD)	Write-Off Value Limit/ Item	Disposal/ Write-Off Cases	Competent Financial Authority(CFA)
MoD - I	Up to INR 10,000/-	To write off irrecoverable losses	The Director
MoD - II	More than 10,000/- INR and up to 25,000/-	To write off irrecoverable losses	The Director
MoD - III	Up to INR 25,000/-	To write off unserviceable items due to normal wear and tear or obsolete.	The Director
MoD - IV	More than 25,000/-	To write off irrecoverable losses	The BOG
MoD - V	More than 25,000/-	To write off unserviceable items due to normal wear and tear or obsolete.	The BOG

PART II

(for MoD - I) Up to INR 10,000/- depreciated value per item due to irrecoverable losses as per clause 4.2 “Comprehensive Stores and Purchase rules 2008”

Approvals for Disposal No: _____

Dated: _____

Officers	Statement/ Remarks	Signature
Deputy Registrar /Assistant Registrar Stores Section	<i>The write-off case is</i> (Recommended/ Not Recommended) <i>Under</i> MoD – I (up to INR 10000/- with Director Approval) <i>Remarks if any:</i>	
Dean (P&D)	<i>The write-off case is</i> (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	<i>The write-off case is</i> (Recommended/ Not Recommended)	Chairman Member 1 Member 2 DR/AR (Accounts Section) or their nominee DR/AR (Stores Section) or their nominee

Disposal No: _____

Dated: _____

Deputy Registrar /Assistant Registrar Stores Section	The recommendation of the write-off committee is submitted for approval please.	
Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Director (Competent Financial Authority)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Approved/ Not Approved)	

PART II

*(for MoD - II) More than INR 10,000/- and up to INR 25,000/-
depreciated value of each store item due to lost/irrecoverable value as
per clause 4.2 “Comprehensive Stores and Purchase rules 2008”*

Approvals for Disposal No: _____

Dated: _____

Officers	Statement/ Remarks	Signature
Deputy Registrar /Assistant Registrar Stores Section	<i>The write-off case is</i> (Recommended/ Not Recommended) <i>Under</i> MoD – I (More than INR 10,000/- and up to INR 25000/- with Director Approval) <i>Remarks if any:</i>	
Dean (P&D)	<i>The write-off case is</i> (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	<i>The write-off case is</i> (Recommended/ Not Recommended)	Chairman Member 1 Member 2 DR/AR (Accounts Section) or their nominee DR/AR (Stores Section) or their nominee

Disposal No: _____

Dated: _____

Deputy Registrar /Assistant Registrar Stores Section	The recommendation of the write-off committee is submitted for approval please.	
Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Director (Competent Financial Authority)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Approved/ Not Approved)	

PART II

(for MoD - III) Up to INR 25,000/- depreciated value of each store item due to rendered unserviceable due to normal wear and tear or obsolete as per clause 4.2 “Comprehensive Stores and Purchase rules 2008”

Approvals for Disposal No: _____

Dated: _____

Officers	Statement/ Remarks	Signature
Deputy Registrar /Assistant Registrar Stores Section	(Recommended/ Not Recommended) <i>Under</i> MoD – I (Up to INR 25000/- with Director Approval) <i>Remarks if any:</i>	
Dean (P&D)	The write-off case is (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Invitation of quotations from vendors/ Invitation for auction as desired.	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Comparitive statement prepared against quotation received/ Report of auction for highest bidder. (Recommended/ Not Recommended) for award of contract in favour of M/s _____ (being highest bidder) for an amount of Rs. _____	Chairman Member 1 Member 2 DR/AR (Accounts Section) or their nominee DR/AR (Stores Section) or their nominee

Disposal No: _____

Dated: _____

Deputy Registrar /Assistant Registrar Stores Section	Comparitive statement/ Auction report as scrutinized and verified. <i>Any Remarks:</i>	
Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Director <i>(Competent Financial Authority)</i>	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Approved/ Not Approved)	
Deputy Registrar /Assistant Registrar Stores Section	The write-off case with Master File is sent to the Department/Section for further necessary action.	

PART II

(for MoD - IV) More than INR 25,000/- depreciated value of each store item due to lost/irrecoverable losses as per clause 4.2 “Comprehensive Stores and Purchase rules 2008”

Approvals for Disposal No: _____

Dated: _____

Officers	Statement/ Remarks	Signature
Deputy Registrar /Assistant Registrar Stores Section	<i>The write-off case is</i> (Recommended/ Not Recommended) <i>Under</i> MoD – I (More than INR 25000/- with BOG Approval) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	<i>The write-off case is</i> (Recommended/ Not Recommended)	Chairman Member 1 Member 2 DR/AR (Accounts Section) or their nominee DR/AR (Stores Section) or their nominee
Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ <i>The write-off case is</i> (Recommended/ Not Recommended) <i>Remarks if any:</i>	

Disposal No: _____

Dated: _____

Director (<i>Competent Financial Authority</i>)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) File is sent to the Office of the Registrar for placing it in the BOG through FC	
Deputy Registrar /Assistant Registrar Stores Section	The recommendation of the BOG for write-off committee is submitted for approval please.	
Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case as approved by BOG is submitted for approval <i>Remarks if any:</i>	
Director (<i>Competent Financial Authority</i>)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case as approved by the BOG is (Approved/Not Approved)	
Deputy Registrar /Assistant Registrar Stores Section	The approval of the Director on the BOG recommendations on the report of write-off committee is sent back to the respective Department/Section for necessary action.	

PART II

(for MoD - V) More than INR 25,000/- depreciated value of each store item due to rendered unserviceable due to normal wear and tear or obsolete as per clause 4.2 "Comprehensive Stores and Purchase rules 2008"

Approvals for Disposal No: _____

Dated: _____

Officers	Statement/ Remarks	Signature
Deputy Registrar /Assistant Registrar Stores Section	(Recommended/ Not Recommended) <i>Under</i> MoD – I (More than INR 25000/- with BOG Approval) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	The write-off case is (Recommended/ Not Recommended)	Chairman Member 1 Member 2 DR/AR (Accounts Section) or their nominee DR/AR (Stores Section) or their nominee
Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) <i>Remarks if any:</i>	

<p>Director (<i>Competent Financial Authority</i>)</p>	<p>The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) File is sent to the Office of the Registrar for placing it in the BOG through FC</p>	
<p>Deputy Registrar /Assistant Registrar Stores Section</p>	<p>The recommendation of the BOG for write-off committee is sent to the HOD/Section Head for further process.</p>	
<p>Head of the Department/ School/ Section/ Centre/ Club/ Event</p>	<p>Invitation of quotations from vendors/ Invitation for auction as desired.</p>	
<p>Head of the Department/ School/ Section/ Centre/ Club/ Event</p>	<p>Comparitive statement prepared against quotation received/ Report of auction for highest bidder. (Recommended/ Not Recommended) for award of contract in favour of M/s _____ (being highest bidder) for an amount of Rs. _____</p>	<p>Chairman Member 1 Member 2 DR/AR (Accounts Section) or their nominee DR/AR (Stores Section) or their nominee</p>
<p>Deputy Registrar /Assistant Registrar Stores Section</p>	<p>Comparitive statement/ Auction report as scrutinized and verified. <i>Any Remarks:</i></p>	

Registrar	The file is in order please	
Dean (P&D)	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Director <i>(Competent Financial Authority)</i>	The disposal No: _____ Dated _____ amounting INR _____ The write-off case is (Approved/ Not Approved)	
Deputy Registrar /Assistant Registrar Stores Section	The write-off case with Master File is sent to the Department/Section for further necessary action.	