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 loses	The Director
MoD - II	More than 10,000/- INR and up to 25,000/-		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 loses	The BOG
MoD - V	More than 25,000/-	To write off unserviceable items due to normal wear and tear or obsolete.	The BOG

(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	The write-off case is (Recommended/ Not Recommended) Under MoD – I (up to INR 10000/- with Director Approval) Remarks if any:	
Dean (P&D)	The write-off case is (Recommended/ Not Recommended) Remarks if any:	
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
	1 62	(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: amounting INR The write-off case is (Recommended/ Not Recommended) Remarks if any:	
Director (Competent Financial Authority)	The disposal No: amounting INR The write-off case is (Approved/ Not Approved)	

(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	The write-off case is (Recommended/ Not Recommended) Under MoD – I (More than INR 10,000/- and up to INR 25000/- with Director Approval) Remarks if any:	
Dean (P&D)	The write-off case is (Recommended/ Not Recommended) Remarks if any:	
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

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: amounting INR The write-off case is (Recommended/ Not Recommended) Remarks if any:	
Director (Competent Financial Authority)	The disposal No: amounting INR The write-off case is (Approved/ Not Approved)	

(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) Under MoD – I (Up to INR 25000/- with Director Approval) Remarks if any:	
Dean (P&D)	The write-off case is (Recommended/ Not Recommended) Remarks if any:	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Invitation of quotations from vendors/ Invitation for auction as desired.	
	Comparitive statement prepared against quotation received/ Report of auction for highest bidder. (Recommended/ Not Recommended)	Chairman
Head of the Department/ School/ Section/ Centre/ Club/ Event	for award of contract in favour of M/s (being higest bidder) for an amount of Rs.	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. Any Remarks:	
Registrar	The file is in order please	
Dean (P&D)	The disposal No: amounting INR The write-off case is (Recommended/ Not Recommended) Remarks if any:	
Director (Competent Financial Authority)	The disposal No: 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.	

(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	The write-off case is (Recommended/ Not Recommended) Under MoD – I (More than INR 25000/- with BOG Approval) Remarks if any:	
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: amounting INR The write-off case is (Recommended/ Not Recommended) Remarks if any:	

Disposal No:	
Dated:	

Director (Competent Financial Authority)	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: amounting INR amounting The write-off case as approved by BOG is submitted for approval Remarks if any:	
Director (Competent Financial Authority)	The disposal No: 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.	

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

	The disposal No:	
	Dated amounting	
	INR unrounting	
Director	The write-off case is	
	(Recommended/ Not Recommended)	
(Competent Financial	(Recommended/ Not Recommended)	
Authority)	Eile is sout to the Office of the Desistance for	
	File is sent to the Office of the Registrar for	
	placing it in the BOG through FC	
Deputy		
Registrar	The recommendation of the BOG for write-off	
/Assistant	committee is sent to the HOD/Section Head for	
Registrar	further process.	
Stores Section	1	
Head of the	Invitation of quotations from vendors/	
Department/	Invitation for auction as desired.	
School/ Section/		
Centre/ Club/		
Event		
	Comparitive statement prepared against	
	quotation received/ Report of auction for	
	highest bidder.	Chairman
	inghest stader.	
	(Recommended/ Not Recommended)	
	for award of contract in favour of M/s	Member 1
	for award of contract in lavour of 141/3	Wichibel 1
Head of the	(being higest bidder)	
Department/	for an amount of Rs.	Member 2
School/ Section/	for an amount of RS.	Wichibel 2
Centre/ Club/		DR/AR
Event		(Accounts
		Section) or their
		,
		nominee
		DR/AR
		(Stores Section)
		or their nominee
Deputy		
Registrar	Comparitive statement/ Auction report as	
/Assistant	scrutinized and verified.	
Registrar	Any Remarks:	
Stores Section		
	1	

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