

DISPOSAL/WRITE-OFF FORM

*****To be filled by Committee Chairman*****

Item/Asset/Equipment under Write-off/Disposal

S.No.	Asset Description	Inventory No.	Total Quantity	Location	Department

Date of Committee Verification:

Remarks:

Whether the committee recommends to dispose/write-off: Yes/No.

If Yes, Reason for disposal is surplus/obsolete/unserviceable.

It is recommended by the committee that the above items are disposable/Non-disposable by obtaining bids/public auction/destroy the item in an eco-friendly manner.

**HoD/Head Section/PI/Convener
(Chairman)**

**Indenter
(Member)**

**Store in Charge
(Member)**

**P&D Incharge
(Member)**

**Technical Expert
(Member)**