



Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

Policy

for

**Writing Off/
Condemnation**

In the course of maintenance of a considerable inventory for various items like Consumables, Spares, Equipment, etc., at different locations of the University, there will be an accumulation of unusable items due to the inherent nature of operation and maintenance, loss of shelf- life, obsolescence, etc. It is, therefore, necessary to dispose of the accumulated unusable/unwanted items at regular intervals to release valuable storage space and lock up value with due regard to economy and transparency. Also, it is acknowledged that scientific equipment has a finite life, which is determined by its relevance, physical wear and tear, and shift in research priorities. After the life of the equipment, the concerned authorities can donate as part of the social responsibility or opt for buy-back by the supplier. Alternatively, the equipment may be condemned by following proper auditing and scraping policy.

Responsibilities and Roles

School/Department wise committee for writing off material may be constituted with the prior approval of the competent authority.

The 'Writing off Committee' would consist of the following members: -

Director of the School/Centre/ Section	-Chairman
Estate officer	-Member
Dy. Registrar (Store & Purchase), or his nominee	-Member
Technical expert (Faculty member)	-Member

Action Plan

All Schools/ Departments / Sections / Centres / are requested to follow the below guidelines before writing off the old equipment/material.

- Before declaring the items unserviceable, the Schools/ Departments / Sections / Units will prepare a list of items.
- The items list, along with the covering note, will be circulated among different Schools/Departments of CSJMU and by the Schools/ Departments / Sections / Units.
- The items should be kept for one week in the custody of the person holding the inventory. After circulating the information is sent for CSJMU personnel visit. Interested employees/faculty can visit the concerned Schools/ Departments / Sections / Units within the stipulated time to see the items/equipment's / materials.
- If the materials are useful, they should be transferred from the concerned Schools/Departments /Sections to the interested Schools/Departments /Sections. The transfer report shall be prepared by the 'Writing off Committee.' This report has to be signed and dated by the committee members and approved by the competent authority.
- The remaining material will be written off after ten days as per usual practice. The condemnation report shall be prepared and specific reasons should be mentioned in the committee report. This report has to be signed and dated by the committee members and approved by the competent authority.
- The condemnation report must be submitted to the Estate office within 30 days after the competent authority approves it and the records will be updated in the stock register of Estate office/Central Store. Further, the Estate office will auction the condemned items as per University rules.


REGISTRAR
Chhatrapati Shahu Ji Maharaj University,
Kanpur