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NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

Jamshedpur – 831014, Jharkhand (State), India

(An Institution of National Importance under MHRD, Government of India)

O.O. No. NITJSR/REG/CD/2016-17/ 2262

Date – 21/12/2016

OFFICE ORDER

STOCK VERIFICATION, WRITE-OFF & DISPOSAL COMMITTEE

In supersession of Office Order No. NITJSR/Estt/1600/2013 dated 22/11/2013, the Stock Verification, Write-Off & Disposal Committee consisting of following members has been re-constituted.

1. Prof. M.K. Agrawal	Chairman
2. Prof. H.N. Singh	Member
3. Dr. Niranjana Kumar	Member
4. Prof. Shalendra Kumar	Member
5. Dr. Balram Ambade	Member
6. HOD/HOS/HOC concerned	Member
7. Mr. S.K. Bhagat	Convener – Member

Functions:

- To provide the assistance/coordination to the Department / Section / Centre for verification of stock.
- To examine proposals from departments for writing off surplus, obsolete, damaged or lost material and to recommend proposals to the director and BOG.
- To provide assistance for disposal of written off material / equipment
- To assist in auction of written off material / equipment
- To examine and recommend old files and documents for disposal.

Tenure of Committee	:	2 years
Frequency of Reporting	:	Minimum 2 times in a year
Financial Authority	:	Nil
Responsible to	:	Director

M. K. Agrawal
20/12/2016
Registrar (I/c)

Copy forwarded to:

- Office of the Director for favour of kind information
 - All Deans/HODs/HOSs/HOCs
 - Finance Officer
 - Dy. Registrar (Estt.)
 - All Wardens through Chief Warden
 - Persons concerned
 - PI (Website)
- for information and needful.