



**Purchase & Stores Section**

No. MANUU/Purchase & Stores /2016/ 1290.

9<sup>th</sup> March 2016

**CIRCULAR**

**Sub: MANUU – Purchase & Stores – Information of surplus / obsolete / unserviceable items – called for.**  
**Ref: Vice Chancellor's approval dated 08.03.2016.**

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Apropos subject and reference cited, all the Heads of Departments/Sections are hereby informed to submit the data pertaining to surplus / obsolete / unserviceable items as per the following format duly signed:

Sl.	Particulars of the Item	Classification (Furniture / Computer / other equipment / Consumables/ Other)	Whether surplus / obsolete / unserviceable	Date of Purchase as per Stock Register	Stock Register No. & Page No.	Value of the Goods as per Stock Register	Reasons for unserviceable

The information shall reach this office on or before 15.03.2016 for initiating further necessary action.

This may be treated as **URGENT** please.

  
08.03.16

**Section Officer**  
**Purchase & Stores Section**

Copy to:  
All Heads (Teaching / Non Teaching)  
at Head quarters only.