

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र. २३०/२०२१

तातडीचे

या परिपत्रकाद्वारे विद्यापीठातील सर्व शैक्षणिक व प्रशासकीय विभाग प्रमुख यांना कळविण्यात येते की, आपल्या विभागातील निर्लेखित, कालबाहय व वापरात नसलेले साहित्य जसे की लोखंडी सामान, खुर्च्या, टेबल्स, कपाटे, इलेक्ट्रॉनिक्स/इलेक्ट्रीकल साहित्य, वाहने, विविध प्रकारची रद्दी इत्यादी बाबतचा खुला लिलाव विद्यापीठाच्या लिलाव समितीच्या मार्गदर्शनाखाली व विद्यापीठाने नियुक्त केलेल्या ऑक्शनिअर मार्फत करण्यात येणार आहे.

त्याअनुषंगाने वित्त व लेखा विभागाच्या परिपत्रक क्र. २४२/२००९, दि. १२/०८/२००९ अन्वये आपल्या स्तरावर उचित कार्यवाही करून कार्यकारी अभियंता, स्थावर विभाग (प्रकल्प) यांना दि. १५ सप्टेंबर २०२१ पर्यंत प्रस्ताव सादर करावेत.

विहित कालावधीत प्रस्ताव प्राप्त न झाल्यास याबाबतची सर्वस्वी जबाबदारी संबंधितावर राहिल याची कृपया नोंद घ्यावी.

सोबत : परिपत्रक क्र. २४२/२००९, दि. १२/०८/२००९

(डॉ. प्रफुल्ल पवार)

कुलसचिव

जावक क्र. का.अ.प्र./स्थावर/२०२१-२२/२६९

दि. : २६/०८/२०२१

प्रत माहिती व योग्य त्या कार्यवाहीसाठी :

१. मा. विभागप्रमुख, सर्व शैक्षणिक विभाग
२. सर्व शाखाप्रमुख, सर्व प्रशासकीय विभाग

UNIVERSITY OF PUNE



Finance & Accounts Department

Circular No. 242/2009

Date : 12/08/2009

Disposal / write off of unserviceable material of University in the Departments.

It has been observed that large number of unserviceable items are lying in the departments/sections of the university causing further deterioration in their condition. Such junk occupies precious space in the premises and reflects poorly on proper projection of ambience of the premises. The urgency of disposing the unserviceable material hardly needs emphasis.

Following guidelines are issued to enable Heads of the Departments to expeditiously dispose of and write off the material which is unserviceable.

1. A departmental committee consisting of members of teaching staff in the department should be formed. Head of the Department who would be the Chairman of this Committee should recommend the names of Teachers to the Honourable Vice-Chancellor with a request to grant approval for the constitution of such Committee. Please note that number of members in the Committee including Chairman should not be less than five. In case of the departments with number of regular teaching staff members less than five, senior teachers from other departments-preferably neighbouring department-should be recommended for nomination.
2. All unserviceable and irreparable items should be stocked at one place. List of such items, should be prepared in the format enclosed herewith. Heads of the Departments should arrange to maintain record of such items in the Department. All members of the Committee should inspect and certify that the items are unserviceable and irreparable. Minutes of meeting of Committee should be prepared and signed by Chairman and Members.
3. All documents stated in Para 2 above namely :
 - (i) List of the items to be disposed off /written off duly certified by the Committee;
 - (ii) Certificate by the Committee that the items listed are unserviceable and irreparable and
 - (iii) Minutes of the meeting of CommitteeShould be sent under a forwarding letter for approval of Hon'ble Vice-chancellor.

Please note to forward the letter with documents through the Finance & Accounts Officer (Internal Audit Section).

4. On receipt of approval from the Hon'ble Vice-chancellor, the Head of the Department should ensure that the cost of the items is deleted from their books.
5. The Estate Department will arrange to collect the material as per list from the department and arrange for its further disposal.

Incase of any doubt, please do not hesitate to approach the undersigned.

Sanjay B.Gawai
Finance & Accounts Officer

Encl : As above

To,
Head of the Department(All)
University of Pune.

University of Pune



Dept. of

List of Items to be written off.

Sr. No.	Description of item	Date of Purchase	Price		Present Cost/Market Value		Reason for writing off	Remark
			Rs.	Ps.	Rs.	Ps.		

We have inspected the items listed above and are satisfied that the items are unserviceable/irreparable. It is recommended that the said items be disposed off and written off.

Chairman

Member

Member

Member

Member

Member

(Departmental Committee to recommend disposal / write off of unserviceable material)