

**Savitribai Phule Pune University,
(Formerly University of Pune)**



**Finance & Accounts Department
AN ISO 9001-2008 UNIT**

Sub. : Disposal / write off of unserviceable maternal of University in administrative Departments / Sections.

Ref. : Circular No. 242/2009 dated 12th August 2009.

In continuation of the Circular No. 242/2009, dated 12th August 2009, it is hereby notified that, for the disposal of scrap of the administrative departments, a committee consisting of members from the administrative staff not below the rank of Assistant Registrar in the section should be formed. Chairman of the Committee for the administrative purpose shall be Director BCUD / Registrar / Finance & Accounts Officer / Controller of Examination for the Departments / Section under their administrative control. In case of the administrative section with number of regular staff not below the rank of Assistant Registrar are less than five, Staff of the similar cadre from other departments should be recommended for nomination.

Rest of the procedures as prescribed in Circular No. 242/2009, dated 12th August 2009, shall be applicable for administrative departments also.

Ref. : Fin./2015-16/2107

Date : 26/12/2015


Finance & Accounts Officer