

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
HRDG, STORES AND PURCHASE SECTION

22.12.2010

CIRCULAR

Subject: **Disposal of Stores**

It has been observed that the asset, non-consumable and furniture items which may not be in use are being kept anywhere in the complex building without bringing to the notice of the Stores Section. This is brought to the notice of all concerned that asset, non-consumable items, furniture items got issued from the Stores Section may be in the Personal Inventory of the individual. Individual may face problem during physical verification of the items and while getting no demand certificate from the Stores Section. Therefore all concerned are requested not to keep any item anywhere outside of the Section/Division.

Disposal of stores is one of the most important functions of materials management in any organization. This has become necessary as the equipment and other items tend to become surplus/obsolete, unserviceable etc. over a period time due to its long usage. The disposal of this type of stores is needed to be done on periodic basis.

The stores for disposal is divided into the following categories:

- i) **Surplus Stores:** Items that are in working order but are not required for use in particular Section/Division/Institute and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- ii) **Obsolete Stores:** Items in working order but cannot be put into use effectively being outdated due to change in technology/design.
- iii) **Unserviceable Stores:** Items which are not in working order, outlived its normal span of life and are beyond economic repair.
- iv) **Scrap:** Process waste, broken and any other item not covered above but has got resale value.
- v) **Empties:** Empty containers, crates, bottles, plastic jars, drums etc

The Head of Section/Division shall after obtaining the details from users of his section/division compile a list of stores twice a year that have become surplus/unserviceable etc. citing reasons in the prescribed format enclosed and send to the Stores Section for further necessary action please.

All concerned are requested to kindly take note of the above circular.

Stores and Purchase Officer

Encl: As stated

To

1. All HODs, 2. All Sectional Heads

**Council of Scientific & Industrial Research Complex
Human Research Development Group
Library Avenue, Pusa,
New Delhi – 110 012**

Form for surplus/obsolete/un-serviceable/scrap declaration voucher

Disposal Stores Ref. (USR) _____ **Dated** _____

Section A: To be filled by user/holder of the item

Dated: _____

Name: _____ Designation: _____ ID No. ____ PIR A/C No.
_____ Section/Division _____

Sl.No.	Description of Stores	Qty.	Unit	Date of Purchase	Book Value		Stock Book		Remarks
					Rs.	P	No.	Page	

1. Certified that the item referred above is in working condition and is no longer required for use within the laboratory. This may be declared as Surplus.
2. Certified that the item referred above has become outdated technically and is not useful within the laboratory. The replacement parts are also not available for its repair and so same may be declared as obsolete.
3. Certified that the item mentioned above has lived a normal life of _____ years and become unserviceable due to normal wear & tear. The item is beyond economical repair and thus may be declared as unserviceable.
4. Certified that the item mentioned above has been extensively used and is no longer useful and has got only a scrap value.

**PS: Strike out if not applicable*

Indentor

Head of Section

Head of Division

Section B: To be filled by Store

Ledger Ref: _____ **Book Value** _____ **Date of Purchase** _____

Date of Issue _____ **Date re-issue** _____

Asstt. (S&P)

Section C:

Dated: _____

**Certified that the item as mentioned in Section A has been received in the
Stores and entered in Disposal Register at Sl. No. _____ Page No. _____
and deleted from PIR No. _____ Page No. _____.**

Asstt. (S&P)

Section Officer (S&P)