



UNIVERSITY OF ALLAHABAD
Allahabad – 211 002, U. P. (INDIA)
इलाहाबाद विश्वविद्यालय
इलाहाबाद – 211002, उ०प्र० (भारत)

Letter No/3664/EMO/2020

Date-21.12.2020

NOTIFICATION

In order to execute upon decisions taken in the meeting held dated 18.12.2020, of the Committee constituted by Hon'ble Vice Chancellor regarding disposal of all the scrap and unused goods. It is humbly requested of your good self to kindly furnish the details of the scrap and unused goods in hard copy as well as soft copy to the respective Directors of the Centres, in below mentioned format latest by 6th January, 2021. Director of the institute are further requested to furnish the consolidated list to the estate office.

Those departments/units who have earlier shared the details are requested to furnish the updated details in the desired format. The information will help us to initiate a transparent auction process on an immediate basis.

Classified List of unused Material.
Department/Section _____

Sl. No	Name of the Material	Number of Goods	Purchase year	Reason and date for Declaring goods as out of utility & non-repairable	Minimum rate for unused goods	Remark


(Prof. S.M Prasad)

Chairman, Auction Committee


(Rajeev Mishra)

Estate Manager & Convener

Copy for information & necessary action to:-

1. The Chairman and Members of the Auction Committee.
2. All the Deans Faculty (Arts/Law/Commerce/Science).
3. Dean (Student Welfare/Collage Development/Research &Development).
4. The Registrar, UoA.
5. All Heads of Departments/ Directors / Coordinators of the institutes/Centers.
6. Finance Officer/ Controller of the Examination/Warden/Superintendent of all Hostels.
7. In-Charge (Legal Cell)/ Proctor/In-Charge Guest House.
8. Librarian/ University Engineer/ Placement Officer/ Public Relation officer.
9. All the Joint Registrar/Deputy Registrar/All Assistant Registrars.
10. Law Officer/Security Officer/CPIO/ Information Scientist/Purchase Officer/SMO.
11. In-Charge, ICT cell with request to upload the same on the university Website.
12. SVC for kind information of the Hon'ble Vice Chancellor.