

Inter-University Accelerator Centre  
New Delhi

No.IUAC/Admn./35/3950

23<sup>rd</sup> December, 2020

**OFFICE MEMORANDUM**

Sub : Disposal of obsolete/condemned assets/machinery/equipments

Attention of all concerned is invited to the old unusable equipment / machines lying idle in various labs / Beam Halls which are occupying a lot of space. In order to get optimum utilisation of scarce space, such obsolete/condemned items should immediately be identified and disposed off.

A list of asset items is being provided to all the labs for identification of unusable /obsolete items. All concerned are requested to identify the items to be disposed off and forward the list of such items in the prescribed format to Administrative Officer (Stores & Purchase) for further action.

The list of items to be written off should reach A.O. (S&P) latest by 7<sup>th</sup> January, 2021.

This is issued with the approval of competent authority.

(Bishwambhar Datt)  
Senior Administration Officer

To

All Programme Leaders / Lab In-charges

AO (Estate) / (AO(S&P) / AO(F&A) / AO(P)

Notice Board