**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**

**Rafi Marg, New Delhi-110001**

FORM FOR DECLEARING A STORE AS Surplus/Obsolete/Unserviceable/ Scrap

DIVISION/SECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Description of Stores** | **Quantity** | **Issue Voucher No. & date/PIR ref.** | **Date of Purchase** | **Stock Register Ref** | **Book Value in Rs.** | **Remarks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Certified that the item referred above is in working order but is no longer used by me/my division. The item 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 Certified that the item referred above has become outdated technically and is not useful within the laboratory.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 about\_\_\_\_\_\_ years and become unserviceable due to normal wear & tear. The item is beyond economic repair and thus may be declared as unserviceable.

(please cross which ever you feel not applicable in the case)

Indenter /Name, Signature HoD/ Name, Signature Stores Officer