

**FORM-A**

Institute of Advanced Study in Science and Technology, Guwahati-35

**Requisition Form for Disposal of Equipment**

Sl. No.	Name of the Equipment, Model No., Manufacturer, Month & Year of Installation (PO No. & Date)	IASST Stock No.	Name & Designation of the PI/Lab. In-charge	Current Status of the Equipment (Working/Not working)	Original value of the equipment (Rs.)	Fund (Core/Project)*	Current value of the equipment (Rs.)	Current location of the equipment
1								

(Signature of the PI/Lab. In-charge with date)

*\*In case of any equipment purchased under project fund, clearance from the funding agency is required before disposal of the equipment.*

*\*\*If the repairing cost is more than 50% of the current value of an equipment, the equipment may be declared as beyond economic repair.*

# FORM GFR 10

[ See Rule 217 (iii) ]

## REPORT OF SURPLUS, OBSOLETE AND UNSERVICABLE STORES FOR DISPOSAL

Item No.	Particulars of stores	Quantity/ Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature.....

Designation.....

Date.....

# FORM GFR 11

[ See Rule 222 ]

## SALE ACCOUNT

Item No.	Particulars of Stores	Quantity/Weight	Name and full address of purchaser	Highest bid accepted	Highest bid rejected	Earnest money realized on the spot	Date on which the complete amount is realized and credited into treasury	Whether the articles were actually handed over on the spot. If not, the actual date of handing over of the articles with quantities	Auctioneer's Commission and acknowledgement for its payment
1	2	3	4	5	6	7	8	9	10

Signature.....

Designation.....

Date.....