



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Office of the Registrar  
Estate Section  
Ph: 040 – 2313 2105

Ull/Estate/2021-22/373

दिनांक /Date: 14.10.2021

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CIRCULAR

1. In continuation of Circular No.UH/Estate/2021/193, dt. 27.07.2021, all Academic and Administrative Units are once again requested to complete the process of disposal of their Scrap items including requisite information against each of the columns in the prescribed format (Copy is enclosed) with the due approval of the Competent Authority following the due process and submit the same to the Estate Section with a copy to Central Purchase Unit within a period of one month.
2. Please note that incomplete information and / or partially filled formats shall not be accepted under any circumstance and therefore, the format must be fully filled with accurate information and approval of the Competent Authority be obtained mandatorily. Similarly, any incomplete application submitted earlier shall also not be considered and therefore, fresh application complete in all respects should be submitted. After the completion of the due process the Scrap items shall be received by the Estate Section for taking further necessary action.

  
REGISTRAR

To  
All the Deans of the Schools /Heads of Departments / Centres  
Directors of the Centres / DSW/ Chief Warden/ Sections Incharge.  
All Administrative Units

Copy to:

1. PS to Vice-Chancellor
2. PS to Pro-Vice-Chancellor
3. PS to Finance Officer



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**PROFORMA - I**

Condemned Items for disposal as scrap  
General/Fixed Assets (Furniture, Equipment, Plant, Machinery, Fixtures)

S. No	Full Description of items (specification, model etc.,)	Nature of material. Steel/Wood/ Plastic	Reference to Stock Register / Asset Register		Purchased		Expected Average Life	Date of Confirmation	Residual Value after Depreciation	Sourced from Budget Head/Project/ Earmarked funds etc.,
			S. No	Page No.	On (date)	Cost Rs.				

This is to certify that the above items are being transferred to Estate Section duly condemned and taken off from Asset Register. These items may be disposed off as Scrap.

Deputy Registrar (Estate)

Stamp signature of the Dean/Head/Officer

Date:



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**PROFORMA - 2**

Condemned Items of E-Waste for disposal as scrap  
Electrical & Electronics (E-Waste)

S. No	Full Description of items (specification, model etc.,)	Reference to Stock Register / Asset Register		Purchased		Expected Average Life	Date of Condemnation	Residual Value after Depreciation	Sourced from Budget Head/Project Earmarked funds etc.,
		S. No	Page No.	On (date)	Cost Rs.				

This is to certify that the above items are being transferred to Estate Section duly condemned and taken off from Asse. Register. These items may be disposed off as e-waste.

Deputy Registrar (Estate)

Stamp signature of the Dean/Head/Officer

Date: